

STEEL VALLEY SCHOOL DISTRICT

POSITION DESCRIPTION

Job Title: Diversity, Equity and Inclusion Coordinator

Position Summary:

Reporting to the Director of Pupil Personnel and Special Services and a member of the Act 93 group, this position will design and implement DEI efforts, support the A-TSI plans in the Middle School and High School, and help shape a healthy and inclusive culture where everyone can grow and thrive. Assists schools in addressing the needs of students and families from historically marginalized backgrounds. The incumbent possesses a deep understanding of diversity challenges and an ability to lead systemic change. The DEI Coordinator is a thought leader and influencer, skilled at creating and maintaining positive and productive relationships with both internal and external stakeholders.

Reports To: Director of Pupil Personnel and Special Services

Qualifications:

1. Graduate degree in a related field of study (Psychology, Human Resources, School Counseling, Multi-cultural Education, Social Work, Organizational Development, Communications, etc.).
2. Extensive knowledge and understanding of issues and concerns of historically marginalized groups.
3. Excellent interpersonal skills and cultural competencies in order to interact with and gain the trust of a wide range of individuals, including staff and administrators.
4. Outstanding communication and presentation skills as well as overall aptitude for understanding and communicating about complex and sensitive diversity, equity and inclusion topics in ways that are interesting and relevant to a wide range of audiences.
5. Experience using quantitative and/or qualitative data to assess initiatives and inform decision-making.
6. Strong organizational skills and the ability to engage in multiple tasks at the same time.
7. Ability to forge strategic alliances within the community to further the district's diversity goals and objectives.
8. Self-motivator, independent, cooperative, flexible, creative, and responsible.
9. Skilled in the use of Microsoft Office Suite including Word, PowerPoint, Access, Excel and Outlook, and willingness to experiment and work with new technologies.
10. Knowledge of applicable federal, state and district regulations and guidelines.

Duties and Responsibilities:

1. Provide guidance and consult with staff and administrators on a broad range of strategies, opportunities and initiatives that will further diversity, equity and inclusion within the SVSD community.
2. In collaboration with stakeholders across the district and from the community, inform the continued development and implementation of A-TSI plans.
3. In collaboration with stakeholders across the district and from the community, lead the development and execution of a DEI plan.
4. Work with school PBIS teams to support DEI plan implementation.
5. Recommend policies, procedures and/or district actions to help meet the goals and objectives of the DEI plan.
6. Cultivate a responsive, welcoming and inclusive school culture for staff, students, families and community members.
7. Support the use of culturally responsive pedagogy, practice and curriculum.
8. Design and coordinate DEI learning opportunities for staff.
9. Facilitate equity-related conversations and provide coaching support to individuals and groups regarding interactions across lines of difference and potential conflicts.

10. Develop metrics and systems to evaluate progress and measure the impact of diversity, equity, and inclusion efforts, including how to report on successes and stories to the SVSD community.
11. Act as a trusted advisor and coach to administrators and teachers, helping to build empathy and cultural competence with the goal of improving leadership, management, teaching and learning.
12. Support the attraction, retention, and development of an engaged, diverse workforce at all levels throughout the district.
13. Perform other duties as assigned.

Additional Requirements:

1. Current Act 114, Act 34 and Act 151 required prior to an offer of employment (must be dated within 1 year of hire date).

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Be able to lift or carry up to 25 pounds.
2. Be able to bend or twist at the neck and back.
3. Specific vision includes peripheral vision and close vision.
4. Be able to stand for extended periods throughout the day.
5. The information contained in this job description is for compliance with Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Disclaimer: The preceding description is not designed to be a complete list of all duties and responsibilities required of the Diversity, Equity and Inclusion Coordinator.

Approved by the Steel Valley Board of School Directors at its meeting on October 29, 2020.