DESERT SANDS UNIFIED SCHOOL DISTRICT

Job Description

Title:	Coordinator of Diversity, Equity, Parent and Family Engagement	**Reports To:**	Assistant Superintendent, Educational Services
Department:	Educational Services Division	**Classification:**	Management
Work Year:	12 Months	**Salary:**	Certificated Management

Basic Functions:

Under the supervision of the Assistant Superintendent of Educational Services or their designee, the Coordinator of Diversity, Equity, and Parent and Family Engagement will support the District's objective to increase and celebrate diversity and ensure racial equity throughout the District; develop and foster relationships between identified students, parents and families, schools, and outside community organizations to assure success in underrepresented student groups; assist in the planning, development, and delivery of programs and activities to support the District's diversity and racial equity operational expectations. This role will serve as a liaison between schools, parents and families, and the community; educate teachers and staff on communicating effectively and working together with parents and families as equal partners; support parents and families as they advocate for their children's education; provide information on services available to eligible students and families; coordinate and convey information regarding school and/or district activities and procedures; and refer families to other agencies as needed.

Essential Job Function:

1. Establish and foster relationships with identified students, parents, schools, advisory groups, and community agencies to provide educational and extracurricular programs and activities that support underrepresented students.
2. Establish community partnerships that assist underrepresented students and families in connecting with schools.
3. Develop and implement programs to improve meaningful student engagement, critical thinking, and resilience.
4. Collaborate with District administrators and staff to develop and enhance relationships with underrepresented student groups, practice restorative justice strategies, and demonstrate value and respect for unique cultural backgrounds.
5. Provide information and materials to parents to access resources related to Honors and AP classes, graduation requirements, college admission, and post-high school career opportunities.
6. Monitor and track student data related to attendance, climate, discipline, sense of belonging, safety, and social awareness.

7. Coordinate and create opportunities for parents and families to develop the skills needed to function effectively in a working relationship between home, school and community throughout the year.
8. Assist administration, students, staff, teachers, parents/families and community members in establishing and implementing effective parent and families/community programs.
9. Assist each Title I school in developing a parent and family engagement program that addresses the school site's identified parent needs.
10. Assist the Personnel department with the recruitment of a diverse workforce, assist with the development and implementation of a pipeline to recruit, select and retain a diverse workforce.
11. Provide training, guidance and support for school site employees designated to implement culturally responsive programs at school sites.
12. Visit classes and school sites on a regular basis to monitor the effectiveness of culturally responsive environments; provide assistance and follow up guidance, support and/or training when needed.
13. Participate and host open meetings and District Advisory Councils, as well as Title I and other educational conferences, as may be required.
14. Serve as the Superintendent's designee on the District African American Parent Advisory Committee and the District Advisory Committee.
15. Monitor and analyze data to ensure the implementation of practices that promote equity.
16. Create and implement innovative strategies to close the achievement gap.
17. Collaborate with principals and other District departments to develop and implement ongoing evaluation and improvement of instructional programs, particularly with efforts to increase student achievement of underserved students,
18. Assist with the coordination of guidance and support services to ensure all students have equitable access to guidance and educational services,
19. Monitor instructional curriculum to ensure inclusion of diversity and equity-based principles.
20. Ensure that the Local Control Accountability Plan (LCAP) and other programs/projects incorporate the needs of underrepresented student populations.
21. Plan, conduct and organize a variety of professional development opportunities related to diversity, equity, inclusion and tolerance for district and school site staff; identify models of successful programs and/or best practices.
22. Develop and ensure interventions and enrichment opportunities are provided to improve the academic and behavioral success of underserved populations.
23. Maintain and oversee methods of program evaluation, accountability, tracking/monitoring and reporting of data related to underrepresented student populations in order to improve student success.
24. Coordinate and implement parent/family training and prepare a calendar for distribution on a monthly basis.
25. Compile student/family information. Evaluate program effectiveness.
26. Keep informed of current laws, regulations and programs regarding diversity and racial equity by attending meetings, conferences and workshops and by reading current professional publications; keep the Superintendent, administrators, counselors and teachers informed of trends and changes.
27. Translate and disseminate appropriately the laws, regulations, and codes governing schools and children into programs and activities designed to promote school achievement in underserved student populations.

28. Perform a variety of clerical duties in support of department activities such as maintaining manual and electronic documents, files and records, preparing, duplicating, and distributing presentation materials and recognition documents.
29. Perform additional duties and obligations as mandated by law, Board Policy, or assigned by the Assistant Superintendent or their designee.

Knowledge and Skills Required:

1. Community resources, community service programs and principles of the District/Community liaison partnership.
2. Title I and other state and federal programs that impact parent and family engagement
3. School law administration and applicable sections of the State Education Code; Board and District policies; principles and practices of administration, supervision and training; labor relations law and the Collective Bargaining Agreement.
4. Human relations strategies, community relations strategies, conflict resolution strategies and team building techniques.
5. District adopted educational programs.

Ability to:

1. Promote, reassure and encourage parent/guardian participation and attendance in school and community activities.
2. Support children and families to maintain their self-esteem and sense of belonging in their educational community in order to provide a culturally responsive environment that inherently leads to positive academic and social outcomes.
3. Demonstrate effective organizational and administrative leadership.
4. Provide engaging trainings, information, and/or meetings for large and small audiences.
5. Set district-wide operational priorities and manage time effectively.
6. Work independently with little direction.
7. Analyze problems, identify potential solutions and make appropriate and effective decisions.
8. Establish and maintain effective organizational and community relationships.
9. Work in a diverse socio-economic and multicultural community.
10. Communicate effectively both orally and in writing.
11. Effectively work in a demanding environment.
12. Train and evaluate the performance of assigned staff.
13. Interpret, apply and explain rules, regulations, policies and procedures.
14. Operate a computer and job-related equipment.
15. Maintain consistent, punctual and regular attendance.
16. Meet schedules and timelines.

Education and Experience:

- Master's Degree or higher
- Minimum of three (3) years teaching experience or comparable in the field of curriculum and instruction
- Minimum of three (3) years educational leadership experience

Licenses, Certifications and Testing Required:

- Valid California Teaching Credential
- Valid California Administrative Services Credential
- Fingerprint/criminal justice clearance
- Tuberculosis clearance
- Must possess or have the ability to obtain a valid California Driver license

Physical Requirements and Working Conditions:

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, the individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.