

Jordan School District  
**LICENSED JOB DESCRIPTION**

Job Title: **Equity Specialist**

Department / Location: Equity and Compliance FLSA Classification: Exempt

Supervisors Title: Staff Assistant, Equity and Compliance Contract: 205

Department Approval: [Signature] Date: 10/2/2019

ADA Review: [Signature] Date: 10.4.19

Human Resources Approval: [Signature] Date: 10/2/2019

Superintendent Approval: [Signature] Date: 10.11.19

Original date: 10/19 Revised: \_\_\_\_\_ Revised: \_\_\_\_\_ Revised: \_\_\_\_\_

**GENERAL FUNCTION**

Under the supervision of the Staff Assistant for Equity and Compliance, the **Equity Specialist** provides leadership, support, expertise, and direction in the assigned areas and programs, including required monitoring and reporting for federal and state programs. The Equity Specialist coordinates distribution of resources to help meet basic student needs, thereby contributing to more equitable access to education for all students.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Provide leadership and support to school leaders and staff regarding the structures, rules, and procedures associated with Federal and State programs and grants, as assigned.
- Prioritize program needs for McKinney-Vento, Migrant Education, Native American Education, and other programs, as assigned.
- Serve as a resource to school leaders and staff for determining and providing supports to students who meet eligibility criteria for McKinney-Vento, Migrant Education, Native American Education and other programs offered through the Equity and Compliance department.
- Coordinate with school personnel and the Jordan Education Foundation requests and distribution of available resources for students experiencing situations of homelessness, low income, or other similar needs.
- Help establish and revise procedural guidelines for implementing assigned Federal and State programs and grants, as assigned.

**IMPORTANT FUNCTIONS**

- Stay abreast of trends, developments, and research related to areas of assignment.
- Assist in the planning and implementation of professional development.
- Work effectively under pressure of time constraints and deadlines.
- Adhere to contract time with punctual and regular attendance.
- Maintain records and required information in a secure location. Maintain confidentiality of student information.
- Other duties as assigned by the Staff Assistant for Equity and Compliance.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Minimum Job Qualifications:**

- Requires three (3) years demonstrated competence as a licensed educator with demonstrated successful evaluations and performance.
- Requires a Bachelor's Degree from an accredited college or university.
- Requires effective problem solving, organizational, multi-tasking and time management skills.
- Requires the ability to work as an effective team member, as well
- Requires the ability to establish and maintain effective working relationships with students, parents, school staff, District staff, and patrons.
- Requires the ability to use general office productivity software – word processing, spreadsheet, presentations, multi-media tools, and to communicate effectively in verbal, electronic and written forms.
- Requires the ability to adapt readily to change on an ongoing basis.
- Requires demonstrated interpersonal communication skills to interact with all levels of the organization.
- Must travel to school and district sites, as well as state and other district meetings; requires a valid driver's license.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

### **Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computers, standard machines used in the workroom.

### **Physical Requirements – Not limited to the following:**

- While performing the duties of this job, the employee is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to use hands to handle or feel and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision.

Physical ability to perform the essential functions listed above with or without reasonable accommodation. Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.