



NEW: 11/23/2024 Submitted: 11/12/2024

JOB TITLE:	COORDINATOR EXTERNAL EQUITY
DIVISION	DIVERSITY, EQUITY, POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides oversight of Diversity, Equity, and Poverty events, meetings, and programs focused on student athletes. Acts as a liaison between Athletics, the Schools Division, and external stakeholders to ensure equitable access to programming, services, and opportunities for all student athletes. Coordinates community and district events that remove barriers for student athletes.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides first tier issue resolution for complaints and inquiries related to equity concerns for student athletes
- Manages planning and implementation of summer camps related to life skills and college preparation for student athletes
- Develops programming for student athletes for commitment night preparedness
- Creates advocacy programs for female student athletes at all grade levels
- Serves as a liaison between the Schools Division and Legal Division to ensure equitable access to student athletic programming and opportunities
- Manages community inquiries that are related to Diversity, Equity, and Poverty
- Provides reports, data, and budgetary information as requested
- Coordinates event setup and breakdown including setting up/breaking down chairs, tables, marketing materials, signage, etc.
- Coordinates activities, projects, and programs designed to improve equity, opportunity, and access for student athletes
- Maintains cooperative and positive relationships with school staff, district staff, and community partners
- Encourages and models skillful use of data to inform decision making as related to racial equity
- Serves as requested on District Committees
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

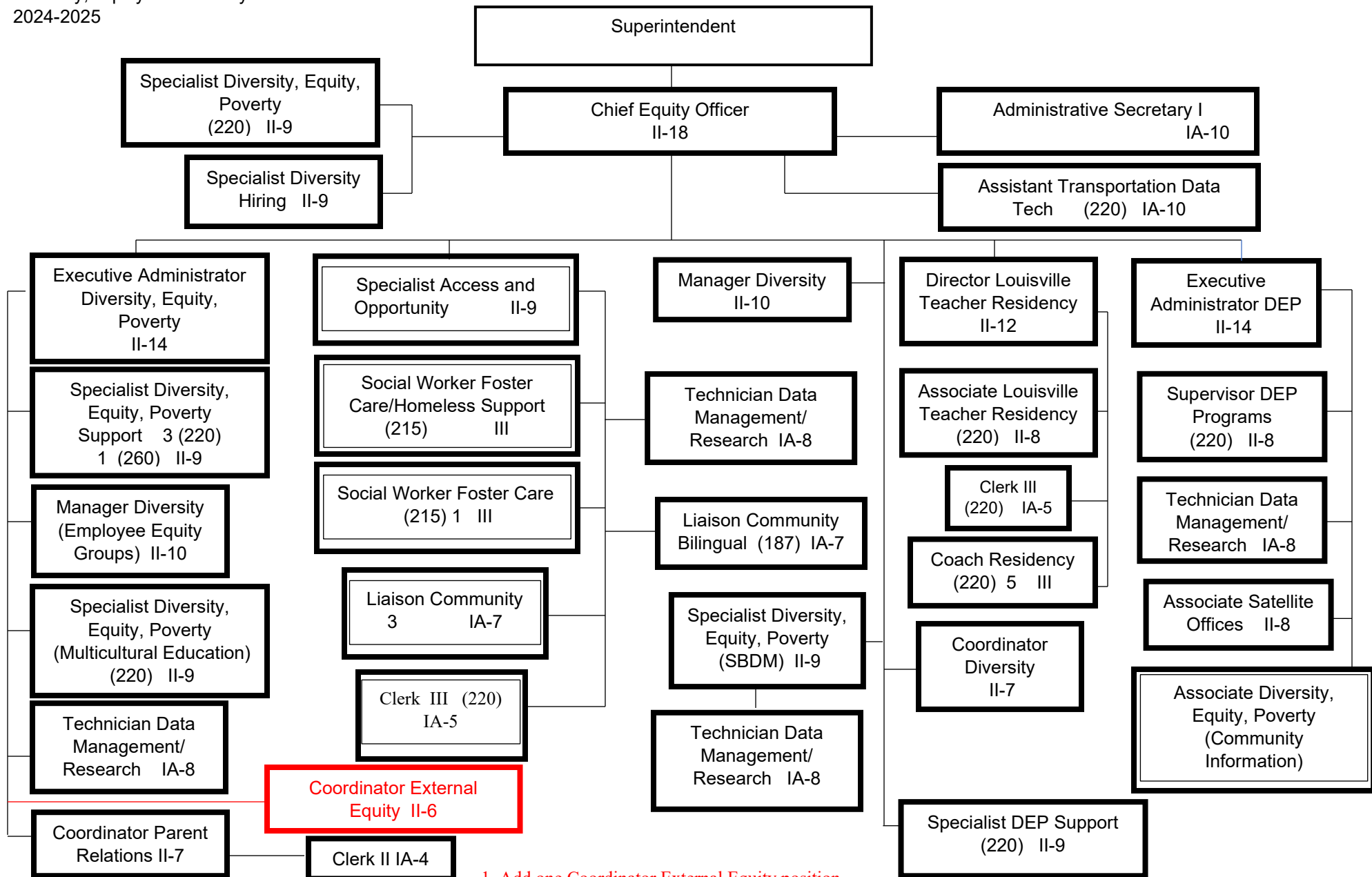
This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25%) of the workweek: balancing, crawling,

crouching, and kneeling. The following physical activities are required occasionally (up to 50% of the workweek): bending, climbing, driving, feeling, grasping, lifting up to 20 pounds, pulling up to 20 pounds, and pushing up to 20 pounds. Hearing, reaching, standing, talking, and walking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Bachelor's Degree
Ability to work with people
Effective Communication Skills

DESIRABLE QUALIFICATIONS
Demonstrated ability to engage and inspire community
Demonstrated skills of communicating with students
Comfortability in public speaking



1. Add one Coordinator External Equity position

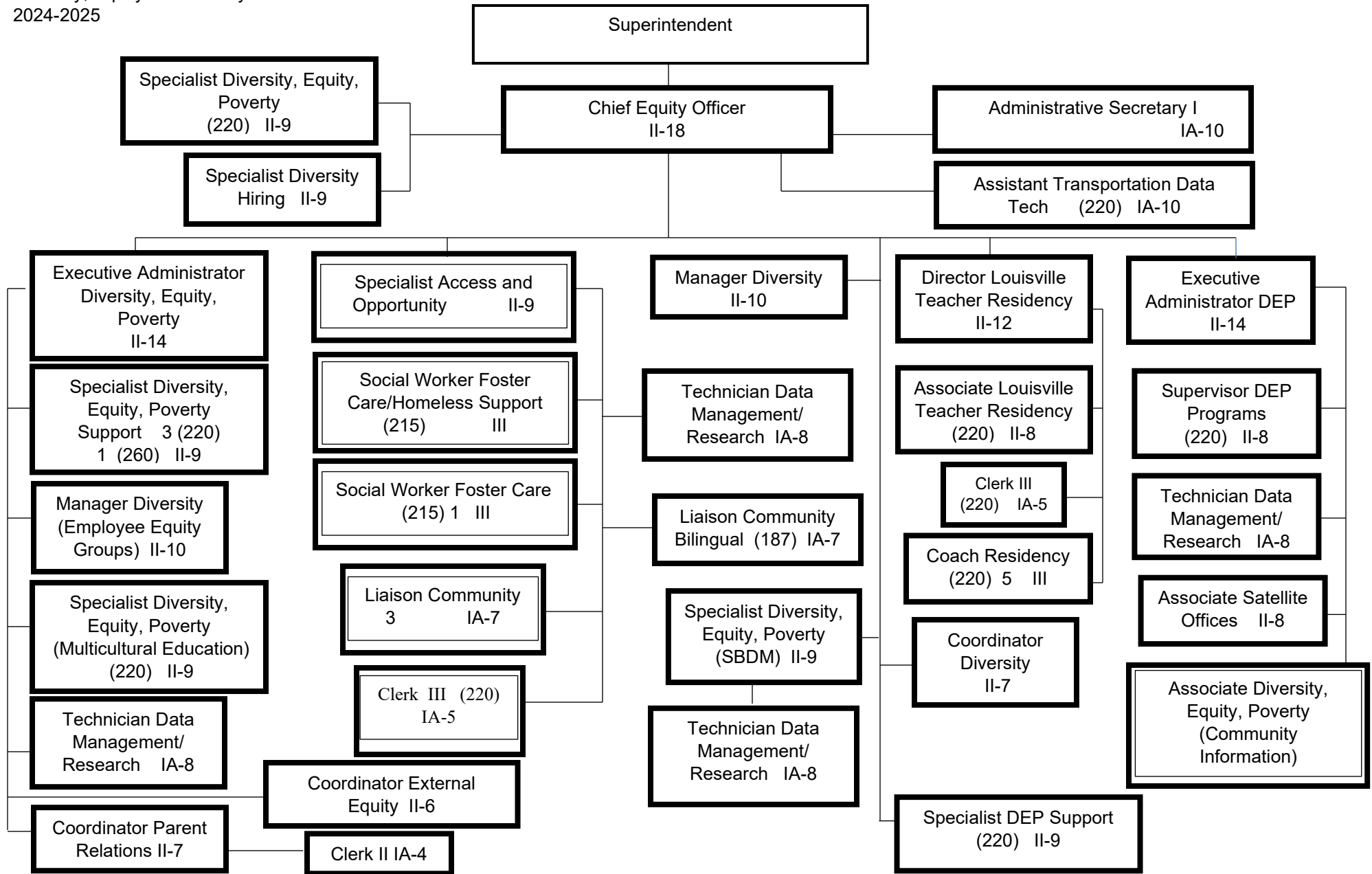
Summary:

General Fund Positions: ~~32~~ 33

Categorical Fund Positions: 8

Submitted: 09/24/2024 11/12/2024

Effective: 09/25/2024 11/23/2024



Summary:

General Fund Positions: 33
 Categorical Fund Positions: 8