



## Flemington-Raritan Regional School District JOB DESCRIPTION

**Job Title:** Diversity, Equity, and Inclusivity Liaison  
**Reports To:** Superintendent  
**Salary Guide:** Twelve-month; Non-affiliated

**Position Summary:** Under the supervision of the Superintendent, the Diversity, Equity, and Inclusivity Liaison provides guidance and strategic systematic planning, training, and professional development. The leadership role serves as a member of the Executive Cabinet Team, partnering with other district administrators to develop and drive forward the key strategies of the organization.

Responsibilities include but are not limited to collecting experience data, researching and addressing issues of equity, linking students and their families to school and community resources, monitoring attendance and discipline, communicating with administration, counselors, students, and families; presenting matters to district officials in a hope to address questions, concerns and/or misinformation; making recommendations to district staff that might enhance communications with students and/or families. The Diversity, Equity, and Inclusivity Liaison supports English as a Second Language (ESL) services and Response to Intervention (RTI) programming.

**Education and Experience:** Master's degree preferred in educational administration, public policy, social work, or related areas. A minimum of three years of professional experience in equity, diversity, and inclusion issues and providing culturally responsive service and teaching.

- Experience in leading organizations and creating systems for equity, diversity and inclusion.
- Knowledge of current and evolving federal, state, and district requirements related to equity issues.
- Knowledge of culturally responsive teaching and education-related practices, social justice and diversity as fundamental aspects of academic Excellence
- Knowledge of contemporary diversity, Equity, inclusion and multiculturalism Concepts and issues, especially in public education
- Demonstrated ability to effectively work and communicate with students, parents, Community representatives and school Personnel from diverse cultures and or backgrounds.
- Demonstrated ability as a professional development trainer with skills in group facilitation and the ability to deliver cultural responsiveness and related Equity training school-based Personnel.
- Ability to serve as an integral resource and consultant, working collaboratively with multiple stakeholders in a politically sensitive context and Complicated by competing perspectives or interests.
- Knowledge and ability to lead people through a change process.
- Ability to collect, analyze, and use assessment and other school data.

### **Essential Duties:**

- Laser focus to support issues of equity, diversity, and inclusion in addressing student achievement gaps, disciplinary measures, staff hiring, and curriculum that better reflect students' experiences and identities.
- Lead the effort of the district in diversity, equity, and inclusion to narrow the gaps between the highest and lowest performing students, and eliminate the racial disproportionality between students groups that occupy the highest and lowest achievement categories
- Plan, organize, and direct initiatives related to diversity, equity and outreach.

- Provide leadership to increase effectiveness in promoting equity and inclusion district-wide.
- Develop and implement the district's three-year comprehensive equity plan.
- Serve as the district's leader for equity goals.
- Support and lead the district's efforts in creating access and opportunities for all students to feel safe and included and support structures and policies in place for students' success.
- Participates frequently in trainings, workshops and/or conferences relating to cultural diversity, equity and access, systems of privilege, and anti-racist efforts.
- Support the district's work to partner with the community for a community-centered approach to opportunity and access for all students.
- Identifying where inequities exist that lead to lack of access and opportunity for all students.
- Coordinates with community partners to build resources that directly address the achievement gap (parent communication, early childhood learning, use of assessment data, etc.).
- Maintain a robust resource portal for students and parents.
- Communicates accurately and timely with staff, students, and families to ensure continuous school-family partnerships.
- Conducts regular community conversations with historically marginalized groups regarding how students can best access resources within the school district.
- Provide professional development with teachers, administrators, district staff members, parents/guardians, and with students.
- Lead the district's efforts to support the education of every child regardless of race, gender, socio-economic status, ethnicity, or sexual orientation.
- Support teachers to improve the education for all students.
- Collects data relating to potential services, resources, and/or treatment inequities.
- Evaluate key performance indicators to identify gaps and support needed for all students.
- Presents the administration with data regarding student and parent concerns.
- Assists with evaluating student progress including attendance, academic, and behavioral data.
- Engages families to partner with the school district such as making home visits to obtain information about students, parents and/or families.
- Travels between district schools to interact with students, families, staff, and community members.
- Supports a positive school climate while interacting with students, families, staff and community members.
- Maintains confidentiality when dealing with students, families, staff, and community members.
- Identifies additional services and programming as needed.
- Assists in the oversight of all ESL and RTI programs, including but not limited to tutorial services, programming support, scheduling and supporting parents/students in teacher and/or administrator conferences, etc.
- Participates in staff meetings at both site and district levels.
- Performs other related duties as assigned.

### **Evaluation of Performance**

Performance in this position will be evaluated annually by the Superintendent.

### **Qualifications:**

- Bachelor's degree is required, Masters degree is preferred.
- Criminal history background check and proof of U.S. citizenship or legal resident alien status are required.
- Must possess a valid driver's license issued by the Department of Motor Vehicles.

### **Preferred Qualifications:**

- Three (3) to five (5) years of progressively responsible, professional experience and educational Administration or any equivalent combination of training and experience that provides the required knowledge, skills, and ability.

- Fluent speaker and writer of a second language strongly preferred.

**Physical Demands**

The physical demands described in this job description 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.

**Work Environment**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

**TERMS OF EMPLOYMENT:** Twelve-month contract; non-affiliated.

**BOARD APPROVAL DATE:** 11/22/21