



Flemington-Raritan Regional School District JOB DESCRIPTION

Job Title: Diversity, Equity, and Inclusivity Coordinator
Reports To: Superintendent
Salary Guide: Possible Additional 75 hours in the summer paid at per diem rate

Position Summary: Under the general supervision of the Superintendent, the Diversity, Equity, and Inclusivity Coordinator provides guidance and strategic systematic planning, training, and professional development. 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.

Education and Experience: Bachelor's degree required; Master's degree preferred. Principal or Supervisor Certificate required.

Essential Duties:

- Work closely with Human Resources to attract a more diverse pool of candidates for open positions.
- Make recommendations to policy and procedures to increase diversity and inclusion.
- Start reflective conversations
- Discuss equity and diversity perspective, best practices and initiatives that would benefit the district with all stakeholders
- Begin to identify and share best practices focused on equity and diversity
- Conduct data analysis on equity
- Participate frequently in trainings, workshops and/or conferences relating to cultural diversity, equity and access, systems of inclusive practice and privilege, and anti-racist efforts.
- Recommend professional development for teachers, administrators, district staff members, parents/guardians, and students on equity, equal access, diversity, and inclusivity.
- Collect data relating to potential services, resources, and/or treatment inequities.
- Support a positive school climate while interacting with students, families, staff, and community members.
- Maintain confidentiality when dealing with students, families, staff, and community members.
- Identify and recommend additional services and programming as needed.
- Attend Equity Board of Education committee meetings and Superintendent Equity Ad Hoc meetings, as requested
- Recommend developing structures that would increase the understanding and implementation of inclusive practices throughout the district.
- Participates in strategic planning, as requested.
- Performs other related duties as assigned.

Evaluation of Performance

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

Supervisory Responsibilities: None

Qualifications:

- Bachelor's degree is required. Masters degree preferred. Principal or Supervisor Certificate required.
- A criminal history background check and proof of U.S. citizenship or legal resident alien status are required.
- A valid New Jersey driver's license is required.

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:

BOARD APPROVAL DATE: October 25, 2021

Revised: September 19, 2022