



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **LGBTQIA+ Coordinator**
 Job Family: **Professional**
 Prepared/Revised Date: **September 4, 2023**

FLSA Status: **Exempt**
 Pay Range: **Q**
 Job Code: **33561**
 Days: **260**

SUMMARY: Responsible for the design, execution, and assessment of diversity and inclusion programs that advance the resources, support, and advocacy of students and families in the LGBTQIA+ community. Provide sensitive, multi-faceted resources, support, coaching, and advocacy for students, staff, and families in the PSD community and increase inclusion and visibility of the LGBTQIA+ community. Lead educational, organizational, and programmatic initiatives that foster a culture of inclusion and respect. Develop and adhere to policies related to gender, gender identity, and protected classes.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS	
1.	Provide leadership, advocacy, and professional coaching for the development of: <ol style="list-style-type: none"> a. District policies, programming, and resources in support of students and employees of all gender identities, gender expressions, and sexual orientations/attractions, including LGBTQIA+ identities. b. School environments and a district culture that is inclusive and upholds the dignity of students and employees of all gender identities, gender expressions, and sexual orientations/attractions, including LGBTQIA+ identities. c. Instructional materials and lessons to ensure that all students are represented in curriculum and instruction, including LGBTQIA+ identities. d. Information, recommendations, resources, and support for proactive and reactive response to issues related to LGBTQIA+ identities, students, and employees.
2.	Collaborate with educators, administrators, and other central office departments and leaders to: <ol style="list-style-type: none"> a. Analyze current practices and develop/implement district-wide programming to enhance diversity, equity, and inclusion throughout Poudre School District. b. Facilitate professional learning opportunities that promote diversity, equity, and inclusion by engaging with colleagues in the Learning Services Team departments. c. Develop and implement district-wide learning during New Employee Orientation, New Administrator Orientation, and Professional Learning Days d. Facilitate opportunities to examine bias and privilege and how it influences our interactions, planning, and instruction. e. Encourage and support staff members to be self-reflective of their practices and the impact on student learning.
3.	Oversee and support: <ol style="list-style-type: none"> a. The development, facilitation, and sponsorship of GSA/Spectrum clubs and programs and coordinate resources for student-centered activities and engagement opportunities. b. The development of elementary-based support for LGBTQIA+ students and families in Poudre School District.



<p>4. Identify, plan, develop, and implement:</p> <ul style="list-style-type: none">a. Programs, projects, and tools to address discriminatory policies or practices throughout the district, including reporting tools and response protocols for harassment and discrimination based on sex, gender identity, gender expression, and sexual orientation under Title IX and Colorado state law.b. Training and workshops for District staff, students, families, and community related to increased awareness of LGBTQIA+ identities, issues, and inclusive practices.c. Training and workshops for District staff, students, families, and community related to bias, harassment, and discrimination under Title IX and Colorado state law.
<p>5. Provide direct support for staff related to individual student gender support and serve as the district contact for individual gender support forms, including:</p> <ul style="list-style-type: none">a. Develop District guidance on supporting transgender and non-binary students, including individual gender support forms.b. Train, consult, and coach staff members on topics related to discrimination gender support.c. Identify and designate a gender support plan contact for each site and train designees in implementation of individual gender support for transgender and non-binary students. Review and monitor the implementation of individual gender support.d. Attend to and respond to grievances related to individual gender support from students and their families.
<p>6. Continuously gather and use feedback from students, parents/guardians, licensed staff, classified staff, and administrators in the PSD community to inform the work of proactive and responsive efforts.</p>
<p>7. Work with the Human Resources, Student Services, and other District departments on the development and implementation of policies, programs, and practices that address harassment and discrimination, including issues related to Colorado harassment and discrimination laws and Titles VI, VII, and IX, to:</p> <ul style="list-style-type: none">a. Ensure and enforce standards for compliance in programs, services, and benefits.b. Receive, investigate, and resolve violations and related reports.c. Conduct ongoing review and analysis to identify potential risks and eliminate the risk of bias.
<p>8. Respond to incidents of hate, discrimination, and bias against LGBTQIA+ students and staff, including reports that fall under Title IX jurisdiction and Colorado state law related to the harassment and discrimination of students and employees. Ensure the response is inclusive of the needs of students and staff including, but not limited to, restorative response and adherence to the student code of conduct.</p>
<p>9. Coordinate and plan events with specific stakeholders, groups, and agencies to develop resources and programs that respond to the needs of LGBTQIA+ students and families.</p>
<p>10. Represent PSD in external groups around LGBTQIA+ efforts and support connections that share and promote diverse perspectives and inclusive practices in PSD schools.</p>
<p>11. Collaborate with local mental health and healthcare providers to attend to the social-emotional needs of our LGBTQIA+ students.</p>
<p>12. Develop, administer, and monitor a budget; recommend expenditures for services, resources, supplies, and materials; and provide oversight and management of grants.</p>
<p>13. Evaluate program effectiveness with PSD directors, principals, and staff using a variety of data. Monitor student data as it relates to disproportionality in outcomes and lead efforts to address these gaps.</p>
<p>14. Attend work and arrive in a timely manner.</p>
<p>15. Perform other duties as assigned.</p>

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in Education, Human Development and Family Studies, Social Work or related degree required.
- Master’s degree preferred.
- Minimum of three years of experience in youth community engagement, program development, or public education required.
- Experience leading student, staff, and parent learning, developing, and delivering professional development, working with diverse populations, and instructional experience preferred.
- Experience leading a team of staff members strongly preferred.
- Bilingual/Biliterate preferred.



LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado teaching or special service provider license with appropriate endorsements preferred
- CPR and First Aid certifications encouraged.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Excellent oral, written, presentation, and public speaking/communication skills.
- High level of interpersonal skills.
- Deep knowledge of content area standards.
- Knowledge of standards-based education.
- Knowledge and understanding of racial, gender, and cultural differences.
- Knowledge of statutes and case law supporting LGBTQIA+ individuals.
- Skills in data gathering and analysis, project planning and evaluation.
- Ability to articulate the impact of race, culture, socio-economic status, etc. in education and apply that understanding to instructional practices.
- Ability to make appropriate decisions based upon data.
- Ability to be a part of and work with a team.
- Ability to facilitate professional learning related to content area.
- Ability to manage district grants and budgets.
- Ability to keep up-to-date technically and apply new knowledge. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Senior Executive Director of Student Services	
Direct reports:	This job has no direct supervisory responsibilities	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Use hands to finger, handle, or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X



VISION DEMANDS:	Required
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	