



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Diversity, Equity & Inclusion Advocate** FLSA Status: **Non-Exempt**  
 Job Family: **Program Specialist** Pay Range: **PS34H**  
 Prepared/Revised Date: **December 19, 2023** Job Code: **40549**

**SUMMARY:** Responsible for collaborating with families, school staff, and community partners to support students with goal planning, addressing barriers to academic success, and increasing mental health and belonging. Facilitate positive family-school relationships in collaboration with school administration and staff to support student’s social and academic success. Work to remove all unique barriers for underserved students.

**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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks  (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Improve the educational experience of underserved students, including students who identify as BIPOC or in the LGBTQIA+ community, by building relationships with students and working collaboratively with parents/guardians and staff to assess student needs and progress toward goals.	D	25%
2. Collaborate with and support the Diversity, Equity, and Inclusion Coordinator and the LGBTQIA+ Coordinator to increase mental health and belonging for identified students.	D	15%
3. Work with counselors, deans of students, family liaisons, social workers, and other staff members to provide support for students, provide a welcoming environment for families, remove barriers, and facilitate restorative circles to promote a positive climate and culture.	D	15%
4. Provide support, directions, and resources for students and families in need of mental health and educational services, including family events focused on supporting historically underserved populations such as BIPOC and LGBTQIA+ identities.	D	10%
5. Maintain required records, forms, data and files.	D	10%
6. Attend work and arrive in a timely manner.	D	1%
7. Collaborate with outside community organizations to support students and families to increase opportunities for academic success.	W	10%
8. Attend meetings and professional development sessions related to the role.	W	5%
9. Conduct home visits.	M	5%
10. Perform other duties as assigned.	Ongoing	4%
	<b>TOTAL=</b>	<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D., or equivalent required
- Associate degree or two-year college certificate in social work or related field preferred
- Experience working with culturally diverse populations, including BIPC and LGBTQIA+ communities
- Experience mentoring and advising students related to mental health or academic achievement preferred



**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver’s license

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to interact and work effectively and cooperatively with all people, including those holding BIPOC, LGBTQIA+, and other underserved populations.
- Knowledge of community resources related to students, families, and academic support
- Ability to conduct home visits when required
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Ability to maintain confidentiality in all aspects of the job
- 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 office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students in and out of the classroom

**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		
Use hands to finger, handle or feed		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
Ability to adjust focus	X

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