



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Diversity, Equity, and Inclusion (DEI) Coordinator** FLSA Status: **Exempt**
Job Family: **Professional** Pay Range: **P**
Prepared/Revised Date: **August 1, 2023** Job Code: **33563**
Days: **260**

SUMMARY: The primary responsibility of this position is to develop and sustain internal capacity to provide job-embedded support to site-based leadership teams, teaching teams, and district level teams across the district. The objective of this position is to assist the Poudre School District in building the knowledge, skill, will, and capacity of the Poudre School District system to create and sustain equitable learning experiences for all 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.*

DESCRIPTION OF JOB TASKS	
1.	Work directly with PSD school teams to build their capacity in addressing the needs of the school community in the work of diversity, equity, and inclusion.
2.	Encourage and support teachers to be self-reflective of their instructional practices and the impact on student learning.
3.	Collaborate with educators, administrators, and other central office departments and leaders to: a. Facilitate professional learning opportunities that promote diversity, equity, and inclusion by engaging with colleagues in the Learning Services Team departments. b. Analyze current practices to enhance diversity, equity, and inclusion throughout Poudre School District.
4.	Facilitate opportunities to examine bias and privilege and how it influences our interactions, planning, and instruction.
5.	Work with the Human Resources department and other District departments on the development and implementation of the Title VI, VII, and IX programs to: 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.
6.	Coordinate and collaborate with the LGBTQIA+ Coordinator; Family, School, and Community Partnership Coordinator; Program Specialists; and others on initiatives and programs.
7.	Support teachers with co-planning, co-teaching, observing, and providing feedback on the successful implementation of Culturally Responsive Pedagogies.
8.	Continuously gather and use feedback from students, parents, teachers, classified staff, and administrators in the PSD community to inform the work of DEI efforts.
9.	Represent PSD in external groups around DEI efforts and support connections that share and promote diverse perspectives in PSD schools.
10.	Monitor student data as it relates to disproportionality in outcomes and lead efforts to address these gaps.
11.	Co-facilitate Staff Equity Coalition and Student Equity Coalition.
12.	Monitor and manage district-wide programs and implementations directed to support DEI efforts across sites.
13.	Work in collaboration with the Director of Language, Culture, and Equity on other duties as assigned.
14.	Attend work and arrive in a timely manner.



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree required.
- Master’s degree in related program preferred.
- Foundational knowledge about race, culture, and socio-economic status in education; racial and gender justice issues; and inclusion concepts required.
- Experience and demonstrated success discussing, integrating, and promoting diversity, equity, and inclusion in a complex organization required.
- Experience leading adult learning, staff development, teacher coaching etc.
- Experience working with diverse populations.
- Instructional experience preferred.
- Bilingual/Biliterate preferred.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado principal license preferred.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Knowledge of differentiation and culturally responsive instruction to help progress the achievement of all students including Emerging Bilingual students, G/T students, students of color, students with identified abilities, LGBTQIA+ students, etc.
- Self-directed, reflective, values academic integrity and has strong interpersonal skills.
- Ability and deep commitment to articulate the impact of race, culture, socio-economic status, etc. in education and apply that understanding to instructional practices.
- Ability to take initiative for new program development related to DEI.
- Presentation/facilitation skills.
- Oral and written communication skills.
- Critical thinking and problem-solving skills.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- 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, Superintendent policies, 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, Access, Publisher, Outlook, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	0



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 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			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	
Depth perception	
Ability to adjust focus	X

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