



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Language, Culture & Equity Specialist** FLSA Status: **Non-Exempt**  
 Job Family: **Administrative Support Services** Pay Range: **PS35H**  
 Prepared/Revised Date: **August 1, 2023** Job Code: **50640**

**SUMMARY:** Responsible for providing administrative and organizational support to the Director and coordinators of the department. Manage schedules, coordinate bilingual communications, handle inquiries, and provide high-level customer service with cultural competence, de-escalation, and mediation. Research and build reports/presentations regarding departmental topics. Coordinate and communicate with external stakeholders and partners, including other school districts and the Colorado Department of Education. This position advises and counsels the department Director and coordinators on strategy and equity considerations, manages resources and systems, supports staff, provides budget planning information, builds and maintains partnerships, and manages financial, human resources, and payroll related tasks. This role builds and maintains departmental website and communications in English and Spanish.

**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	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Field questions, complaints, and concerns regarding equity issues within the school district from community, parents, staff, and/or students. Utilize de-escalation strategies and mediation as needed to solve high level and potentially litigious concerns. Serve as a central point of contact for department staff, district staff, community partners, and community members. Independently resolve sensitive public and internal concerns and/or refer to appropriate personnel.	D	20%
2. Provide empathetic and empowering bilingual support and resources for any staff, student, or family member that may be experiencing any financially related living crisis or other inequity. Interpret meetings and/or translate documents as needed. When necessary, serve as notary public for our Culturally and Linguistically Diverse Families and provide this service in both English/Spanish and with technological and interpretive support for over 70 languages. When necessary, coordinate all federal Title complaints, including, but not limited to Title IX complaints. Manage incident reporting tool for the department and/or district as needed.	D	15%
3. Provide administrative and clerical support to department Director and department staff, including notetaking in English and Spanish. Manage Director's calendar and email bilingually. Schedule appointments, meetings, and reserve meeting rooms. Make travel arrangements as necessary. Support department staff with logistical matters including purchasing and scheduling. Handle and maintain sensitive and confidential information.	D	14%
4. Serve as primary contact for district office for any community, staff, student, or family that needs Spanish support, and provide linguistically and culturally inclusive customer service for the entire PSD community.	D	5%
5. Serve as a resource advising and counseling department leadership on issues related to inclusion and/or equity. Manage public relations, and equity-centered student discipline/concerns. Consult around equitable and inclusive staffing practices and build systems to organize Federal/State compliance mandates.	D	5%



6. Provide budget planning information and assist in creating department budgets that comply with grant parameters. Prepare, reconcile, and monitor department operating and capital budgets, grants, bonds, and PSA accounts. Prepare and present budget and logistical reports for each of the department branch meetings. Maintain financial reports and paperwork. Issue restricted checks and maintain and reconcile petty cash and purchasing card expenses. Process purchase orders and warehouse orders.	D	5%
7. Build and maintain positive department climate and culture, in collaboration with the Director and department leadership. This includes culturally responsive and equitable practices to ensure the most diverse staff in the district feels welcome and valued for their unique contributions.	D	5%
8. Attend work and arrive in a timely manner.	D	1%
9. Prepare, compile, and complete Human Resources and Payroll paperwork. Complete and process Employee Reports, leave time, and attendance. Track staffing rosters and FTE allocations. Coordinate and/or assist with the hiring and training process and maintain a database of personnel data and files.	W	6%
10. Research, compile, organize, analyze complex data, and prepare reports, and presentations. Maintain databases, OneNote, and internal staff resources on a variety of information. Initiate, compose, and edit bilingual correspondence, forms, newsletters, and memos. Update and maintain department communications and website bilingually. Take and transcribe meeting minutes in both English and Spanish. Support Director of LCE (and all LCE staff) in prioritizing, building, and managing projects. Support all LCE staff in meeting critical deadlines around projects and daily work.	W	5%
11. Screen and/or interview candidates for bilingualism levels. Ensure the success of new LCE employees through their first months of work. Serve as the mentor and trainer of all Title I office managers and registrars.	W	4%
12. Serve as primary point of contact for financial management and audits within the department. Maintain documentation and paperwork for auditing purposes and conduct internal audits of department processes to ensure federal, state, and district compliance. Coordinate contracts for the department and collaborate with the finance, legal, and grants departments to perform these duties.	M	5%
13. Build and maintain department website for LCE in English and Spanish. Ensure resources and information are current, accurate, and accessible.	M	3%
14. Serve on and attend various employee team meetings and attend all departmental staff meetings. Serve on JSSC's crisis response and prevention team. This position also doubles as JSSC's initial first aid and CPR response. Provide CPR and first aid response as needed.	M	3%
15. Coordinate and prepare special staff, family, and community projects/events. This includes planning and preparing for specific events that target the specialized needs of those that have historically marginalized identities, taking into consideration language, culture, background, and prior experiences of participants. These plans need to include how to overcome barriers to access, and practices that ensure participants feel valued, heard, and welcomed. The scope of these events are usually district wide with hundreds to thousands of participants.	M	2%
16. Perform other duties as assigned.	Ongoing	2%
	<b>TOTAL</b>	<b>100%</b>

**REQUIRED EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent required. Post-secondary courses in business administration, office management or equivalent preferred
- Three or more years' experience in a clerical, office manager, secretarial or bookkeeping role required
- Bilingual in Spanish required
- Minimum of three years' experience working with diverse populations of both adults and students, including experience with Title I schools and McKinney-Vento programming
- One year experience with budget management and grant reporting (federal grants preferred)



**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Notary Public certification required upon hire
- Criminal background check required for hire
- CPR and First Aid certified (and agreement to maintain certification throughout employment)

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English and Spanish language skills
- Interpersonal relations skills
- Math and accounting skills
- Advanced computer skills
- Intermediate Microsoft Excel skills
- Ability to learn new and complex computer programs
- Ability to handle crisis situations
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to build and maintain a positive work environment
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- 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, Publisher, OneNote, Outlook, all Google programs, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district financial, human resources, purchasing and e-mail software, intranet and internet preferred at hire; required within 3 months after hire

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	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	
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

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	X
Moderate	
Loud	
Very Loud	