

Anoka Hennepin Independent School District #11
Job Description

Title: Inclusion & Diversity Coordinator
Department: Student Services
Reports to: Director of Student Services
Prepared Date: December 2012

SUMMARY OF RESPONSIBILITIES

Acts as a facilitator and equity specialist supporting the work of building administrators, Equity TALS, students and families and Student Learning Advocates. Ensures the implementation of the Anoka-Hennepin District Diversity Plan to increase awareness of racial and ethnic diversity. Directs, monitors and evaluates programs implemented by Student Learning Advocates. Facilitates and supports the recruitment and retention of teachers/staff of color.

DUTIES AND RESPONSIBILITIES

- Collaborates with school administrators to develop School Learning Improvement Plans (SLIP) with a focus on closing the learning gap and development of cultural competencies.
- Develops and supports an evaluation process of the SLIP to determine the impact of equity interventions on individual student achievement.
- Plans, develops and directs the training/staff development for Student Learning Advocates to support the following programs: Let's Talk Multicultural in the Classroom (LTMC), Excellence Times Collaboration Equals Leadership (EXCEL), Men's and Women's Groups, Transition, and Multicultural Leadership Groups.
- Facilitates meetings with Student Learning Advocates on a monthly basis to support programs and ensure fidelity of implementation.
- Trouble-shoots issues related to perceived inequity and mediates conflict with students, parents, staff and school administrators as needed.
- Attends secondary principal meetings to bring the voice of equity to the table.
- Along with support staff and SLA's, creates and implements celebrations of diversity with students and families in the EXCEL program.
- Advises and provides support to building administrators as they work to: develop cultural competencies, close the learning gap; engage staff in conversations around race and equity; and develop effective interventions to meet the needs of their diverse learners.
- Works collaboratively with the Equity Teaching and Learning Specialists to present staff development opportunities leading to increased student achievement- focused on equity and cultural competencies.
- Collaborates with school administrators to provide leadership and insight regarding expectations and principal evaluation of Student Learning Advocates.
- Works with the Director of Student Services to design and establish systems and processes for monitoring and reporting the fidelity of program implementation conducted by the Student Learning Advocates.

- Acts a liaison for Anoka-Hennepin schools supporting the work in the Community Academic Technology Centers (CATC).
- Works collaboratively with Employee Services to develop and implement additional initiatives for the recruitment and retention of staff of color.
- Seeks to provide opportunities for the development and advancement as well as increase of the number of staff of color.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree.