



Job Title: Coordinator – EEOC

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 10

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 20, 2017
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to ensure fair and equitable application of all federal, state, and district rules and policies as they relate to Equal Opportunity and Affirmative Action in the School District.

ESSENTIAL JOB FUNCTIONS

- Monitors the school system's hiring practices to ensure equal employment opportunities as well as locate and eliminate any deficiency in the area of equal opportunity.
- Conducts a thorough investigation of any grievance regarding discrimination before taking grievance to a high level.
- Publishes and disseminates the Diversity Action Plan internally and externally and ensures its availability to interested citizens' groups.
- Assists in the process of diversity recruitment.
- Works closely with Human Resources and Data Processing Departments to collect and analyze data semi-annually on all employees of the School Board by race and sex in each job category.
- Establishes and maintains a Diversity Action Plan file.
- Conducts ongoing evaluation and revision of the adopted Diversity Action Plan and makes recommendations for change.
- Monitors compliance with Title IX and Florida Equity Act in the District.
- Serves as the District's hearing officer for level I grievances.
- Provides guidance and interpretation on compliance with equal opportunity law and policies.
- Develops programs, when necessary, to improve effectiveness, access, compliance, or service in areas of responsibility.
- Acts as liaison between administration, employees, and the community for areas of responsibility.
- Responds to inquiries or concerns in a timely manner.
- Keeps the Assistant Superintendent of Human Resources and the Directors of Human Resource Services informed of potential problems or unusual events.

- Works closely with District and school staffs to support school improvement initiatives and processes.
- Disseminates information and current research to appropriate personnel.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned area to fulfill goals and objectives.
- Promotes and supports professional growth consistent with, and in support of, District goals and priorities.
- Maintains a network of peer contacts through professional organizations.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Develops or assists in developing the department budget and monitors its implementation.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares and oversees the preparation of all required reports and maintains appropriate records.
- Represents, consistently, the District in a positive and professional manner.
- Coordinates teacher recruitment efforts for the District.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution.
- Florida Certificate in Administration and Supervision, Educational Leadership, or School Principal.
- Minimum of two (2) years of teaching experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of federal, state, and district laws, rules, and policies as they relate to Equal Opportunity and Affirmative Action.
- Requires the ability to display effective oral and written communication skills.
- Skills in positive people management.
- Requires the ability to manage finances and departmental budgets.
- Requires the ability to plan, organize, manage time, and prioritize duties.
- Requires the ability to follow procedures for work.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to work in a responsive environment where co-workers or citizens bring problems to me for resolution.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to manage the budget within assigned division and department.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: