

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

COORDINATOR II – EEOC

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Florida Certificate in Administration and Supervision, Educational Leadership or School Principal.
- (3) Minimum of five (5) years teaching experience.
- (4) 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:

Knowledge of federal, state and District laws, rules and policies as they relate to Equal Opportunity and Affirmative Action. Effective oral and written communication skills. Skills in positive people management. Ability to manage finances and departmental budgets. Ability to plan, organize, manage time and prioritize duties.

REPORTS TO:

Assistant Superintendent – Human Resource Services

JOB GOAL

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.

SUPERVISES:

Administrative Secretary

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Monitor 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.
- * (2) Conduct a thorough investigation of any grievance regarding discrimination before taking grievance to a high level.

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- * (3) Publish and disseminate the Affirmative Action Plan internally and externally and ensure its availability to interested citizens' groups.
- * (4) Assist in the process of affirmative recruitment.
- * (5) Work 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.
- * (6) Establish and maintain an Affirmative Action file.
- * (7) Conduct ongoing evaluation and revision of the adopted Affirmative Action Plan and make recommendations for change.
- * (8) Monitor compliance with Title IX and Florida Equity Act in the District.
- * (9) Update and implement the Human Resources Management Development Plan.
- * (10) Serve as the District's hearing officer for Level I grievances.
- * (11) Provide guidance and interpretation on compliance with equal opportunity law and policies.
- * (12) Develop programs, when necessary, to improve effectiveness, access, compliance or service in areas of responsibility.
- * (13) Oversee contract in regard to HRMD development and implementation with facilitator consultants.

Inter / Intra-Agency Communication and Delivery

- * (14) Act as liaison between administration, employees and the community for areas of responsibility.
- * (15) Serve as the Panhandle Management Development Network Consortium with reference to management training implementation in the School District.
- * (16) Respond to inquiries or concerns in a timely manner.
- * (17) Keep Director of Human Resource Services informed of potential problems or unusual events.
- * (18) Work closely with District and school staffs to support school improvement initiatives and processes.
- * (19) Disseminate information and current research to appropriate personnel.

Professional Growth and Improvement

- * (20) Keep well informed about current trends and best practices in areas of responsibility.
- * (21) Maintain expertise in assigned area to fulfill goals and objectives.
- * (22) Promote and support professional growth consistent with, and in support of, District goals and priorities.
- * (23) Maintain a network of peer contacts through professional organizations.
- * (24) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (25) Develop or assist in developing the department budget and monitor its implementation..
- * (26) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (27) Prepare and oversee the preparation of all required reports and maintain appropriate records.
- * (28) Represent, consistently, the District in a positive and professional manner.
- * (29) Perform other incidental tasks consistent with the goals and objectives of this position.

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Leadership and Strategic Orientation

- * (30) Provide leadership and direction for the assigned areas of responsibility.
- * (31) Provide leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- * (32) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (33) Assist in implementing the District's goals and strategic commitments.
- * (34) Exercise proactive leadership in promoting the vision and mission of the District.
- * (35) Provide oversight and direction for cooperative planning with other agencies.
- * (36) Set high standards and expectations for self and others.
- * (37) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (38) Facilitate problem solving by individuals or groups.

PHYSICAL REQUIREMENTS:

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Administrative Salary Schedule – Pay Grade 10

Date of Board Approval: June 18, 2002

Date of Revision: October 22, 2002

***Essential Performance Responsibilities**