

Proposed 2019-2020 K-8 Equity Support Coordinator Role and Responsibilities

Description of Role: The K-8 Equity Support Coordinator will serve on the K-8 Leadership Team and collaborate closely with the Executive Director, Principals, Assistant Principals, Instructional Coaches, Special Education Director, CREATE Director, and Support Staff. The purpose of this role is to advance ANCS' commitment to equity, diversity, and inclusion. The K-8 Equity Support Coordinator will co-chair the school's Diversity and Equity Action Team, and coach a faculty iGroup. The K-8 Equity Support Coordinator will also work collaboratively with equity support coaches and the wider school community in an effort to support the school in meeting its diversity, inclusion, and equity goals.

Knowledge, Skills, and Attributes Needed for Success in the Role:

- Experience and training around diversity, equity, and inclusiveness understandings.
- Strong facilitation skills necessary to support courageous conversations related to issues of diversity, equity, and inclusion.
- Continuously develops and seeks experiences in professional learning around diversity, equity, inclusion and/or cultural competency.
 - Grow understanding of multicultural education and equity in classrooms and pedagogy.
 - Continuously develop working knowledge and experiences with community building and conflict resolution, leadership and facilitation skills.
 - Assumes responsibility for professional growth and development through membership and participation in the affairs of professional organizations and through attendance at regional, state, and national meetings that support the school.
- Use of excellent interpersonal skills to work and collaborate well with various members of school community.
- Demonstrates personal growth and development and sets an example for others by seeking and reflecting on feedback and experiences.
- Maintains a continuous learning and reflection mode around equity and adult learning.
- Commitment to being curious, innovative, creative and continually looking for ways to optimize the school's equity lens.

Responsibilities

K-8 Leadership:

- Assist in development and execution of an ANCS vision around diversity, equity and inclusion.
- Assist in development and execution of an ANCS vision for curriculum for student development around diversity, equity and inclusion.

- Coordinate an equity needs-assessment with an outside organization for the school followed by presentation of assessment results to K-8 leadership team.
- Use data and metrics from equity needs assessment results to uncover gaps and develop insightful ways to strengthen equity across campuses.
- Manage partnerships with external equity consultants and external equity organizations.
- Provide guidance to the K-8 leadership team in their efforts to increase equity through recruitment, retention and development of underrepresented populations.
 - Collaborate with K-8 leadership team to devise an authentic and transparent strategy for recruiting and retaining employees of color.
 - Assist with the creation of equity goals and objectives for annual recruiting and retention targets.
- Provide support in terms of making recommendations and revisions, as needed, for policy and system change that aligns with the school's commitment and belief in diversity, equity and inclusion.
- Handle additional duties which may be assigned by the Executive Director.

Faculty and Staff Support:

- Lead a small team of equity support coaches to plan and implement professional development for teachers and staff related to our school's diversity and equity goals.
 - Partner across campuses with equity support coaches to manifest ANCS' commitment to equity into day-to-day actions.
- In partnership with the Instructional Coaches, integrate equity into the scope and sequence of curriculum for students in order to increase academic gains for all students.
 - Lead, manage, and execute any specific professional learning sessions and strands that come out of this collaboration.
- Develop consistent communication and feedback mechanisms to ensure faculty and staff are informed about the school's wider diversity and equity initiatives
- Attend Grade Level/Content Area Team meetings and collaborations as relevant and necessary.
- Collaborate with SST Coordinator and Special Education Director, as needed, to examine issues of equity related to the Student Support Team.
- Build capacity for others to lead equity trainings, discussions, and facilitations.
- Support staff members in the development of a skill set useful for having equity-centered conversations both in the classroom, with families, and in a professional environment.

- Coach a faculty iGroup to further support faculty/staff in their diversity and equity understandings.

Wider School Community Support:

- Co-chair the school's Diversity and Equity Action Team alongside parent/caregiver co-chairs from both campuses to support the school's diversity and equity goals
- Develop consistent communication and feedback mechanisms to identify, discuss and address equity issues impacting students, parents, campuses, and staff members.
- Develop and support implementation of racial Affinity Groups for ANCS staff, students, and families.
- Partner with other equity leaders in schools in order to create opportunities for shared learning experiences for faculty and staff to provide spaces to learn from and collaborate with other school communities
- Support the work of CREATE through participation in and/or leading professional learning opportunities toward faculty/staff diversity, equity, and inclusion outcomes.