

## **PALISADES CHARTER HIGH SCHOOL**

### **CLASS TITLE: CAMPUS UNIFICATION DIRECTOR**

#### **BASIC FUNCTION:**

Under the direction of the Executive Director plan, organize and direct employee relations operations and activities including the review, evaluation, maintenance and adjustment of student and staff activities and policies as relates to diversity and inclusion; coordinate and direct personnel, communications and functions to meet inclusion, diversity and unity organizational needs and assure smooth and effective student and personnel programs and activities; supervise and evaluate the performance of any assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

###### **Assess Programs:**

Plan, organize and direct diversity and unification operations and activities including the review, evaluation, maintenance and adjustment of current programs; assist in establishing and maintaining agreed upon time lines and priorities; assure policies and programs comply with established laws, codes, regulations, policies and procedures.

Operationally facilitates a unified, coordinated approach to inclusion and diversity work across all departments; create a forum for staff to identify main cultural issues and biases both in the classroom and within the wider campus community.

Establishes protocol and supervises professionals, and consulting staff as needed in the development of diversity and inclusion action plans to drive outcomes that are specific to values commitment and educational excellence at PCHS.

Provide consultation to administrators, personnel, outside agencies and others concerning diversity and unity programs; respond to inquiries, resolve issues and conflicts and provide information concerning related records, standards, laws, codes, regulations, policies and procedures; maintain current knowledge of said laws, policies and procedures.

###### **Student Focused Programs:**

Focuses on the quality of the PCHS experience for students through mentoring, program, and leadership opportunities; plan and calendar events focused on unity; strengthening positive interactions and disrupting discrimination based on race, gender, socioeconomic and sexual orientation; identifies diversity and inclusion opportunities for students.

Develops programs and activities that help support student success and retention, including but not limited to first-generation students and underrepresented student populations.

**July 2017**

Supports and promotes efforts related to retention, honors and Advanced Placement class participation and graduation of underrepresented students.

Formulates and facilitate policies and procedures regarding student leadership development, mentoring and student organizations within PCHS.

**Communication:**

Serves as consultant to PCHS and the community on diversity and intercultural awareness issues and student success; informs the greater student community of the role diversity and inclusion play within the campus community and work place.

Plan, implement and build channels for communication with PCHS staff, students, and community including clubs and directed student organizations; develop a singular goal, direction for the PCHS community as it relates to diversity and unification.

Develop and implement social media language that informs staff, students and the community of PCHS's strong stance and policies against discrimination.

Creates student-centered events and opportunities for PCHS students and staff to engage in dialogue; facilitate dialogue and discussion among staff, students, parents, stakeholders and appropriate agencies to promote unification.

Develops diversity recognition, celebration, and awards programs to acknowledge progress, success, and excellence.

**Manage Implementation:**

Creates assessment tools to measure the effectiveness of efforts related to diversity and inclusion; assessment of the existing PCHS climate as it relates to diversity.

Evaluates services that encourage inclusion that enhances the understanding and awareness of cultural diversity; promote inclusivity and eliminate self-segregation or inappropriate incidents.

**Presentations and Meetings:**

Serves as presenter for workshops, school board meetings and other meetings as needed; attend and conduct a variety of meetings as assigned; prepare and deliver oral presentations concerning diversity and unity functions.

Participates in Long Term Strategic Planning meetings, Board meetings and serves on PCHS committees as directed; develops reports, research, or studies as tasked: develops and recommends strategy and implementation process for student and staff strategic planning on behalf of the upper management.

Coordinate communications between personnel, governmental agencies, outside organizations and the public to assure smooth and efficient unification and employee relation functions; assure proper and timely resolution of issues related to student and staff.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work

Adheres to workplace safety policies and guidelines

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Management of diversity and unification programs and activities including the review, evaluation, maintenance and adjustment of current and planned implementation of programs.

Applicable laws, codes, regulations policies and procedures.

Diversity and inclusive, policies, procedures and practices.

Methods, procedures and terminology used in professional diversity outreach.

Generally accepted diversity and unification policies.

Preparation, analysis, review and control of assigned programs.

Policies and objectives of assigned programs and activities.

Preparation of educational data and statistical reports related to diversity programs.

Principles and practices of administration, supervision and training.

Technical aspects of field of specialty.

Operation of a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan, organize and direct diversity and unification programs and activities including the review, evaluation, maintenance and adjustment of programs and funding.

Supervise and evaluate the performance of assigned personnel.

Assist in establishing and maintaining unification time lines and priorities.

Assure accurate record of programs including outcome results and expenditures.

Assist in the development and implementation of unification programs, policies and procedures.

Provide consultation concerning programs and related functions.

Interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in employee relations or related field and four years increasingly responsible diversity experience including the review, evaluation, maintenance and adjustment of diversity and inclusion based programs.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.