

# Engagement and Equity Specialist

## Qualifications

- Bachelor's degree and work in a related field; Master's Degree - Preferred but not required
- Proven ability to communicate effectively and develop relationships with stakeholders
- Proven ability to prioritize and manage multiple tasks
- Proven ability to synthesize information and collaborate across organizational and stakeholder groups to create positive outcomes
- Proven experience as a K-12 teacher, counselor or administrator - Preferred but not required

## Primary Functions

- Support all staff in creating and sustaining welcoming schools where everyone can thrive and develop a sense of belonging in the school community
- Support and collaborate with the building administrator(s) in providing support to school site teachers, student services staff, support staff and administrators in addressing equity priorities and challenges in teaching, learning and engagement
- Support school leadership in facilitating School Engagement & Equity Teams
- Oversee and support all schools in attaining and sustaining the IDOE Family Friendly Schools designation at progressively higher levels
- Participate in curriculum review and adoption processes for examination of curricular materials
- Support efforts to increase recruitment and retention of a diversified staff
- Support efforts to increase student involvement in leadership opportunities and student-led groups at the secondary level
- Provide support for high school groups and clubs focused on equity topics
- Seek out and sustain partnerships with appropriate partners in the community
- Seek out grants and funding opportunities to extend and support engagement and equity efforts.
- Prepare, communicate and leverage a range of data sources (OCR Data Collection, IDOE GPS, IDOE EduQuity, NWEA, ILEARN, SAT/PSAT, Attendance and Discipline data) to support schools and the district in efforts to improve equity and engagement practices toward improved student outcomes
- Assist school and district leadership teams in identifying barriers in systems, conducting root cause analyses, and implementation of action plans through expertise and knowledge of legislation and best practice in promoting equity
- Coordinate and/or provide professional development including, but not limited to community engagement and working effectively with culturally and linguistically diverse students, families and staff
- Represent and communicate school and district efforts in equity and engagement both regularly through strategic communication and as requested.
- Carry out all other duties as assigned

### **Position Calendar At-A-Glance**

The information below represents activities the EE Specialist might carry out or oversee over the course of time. The work of the position is in service to the needs of students and school staff who support students, and the position is charged with delivering instruction along with providing expertise, leadership, and insight to those at the school and district level to improve experiences and outcomes for all students. Work is varied. The ideal candidate will be able to synthesize input from all stakeholders to set priorities for managing work to ensure primary functions are completed.

Frequency	Example of Activities Carried out by the Equity and Engagement Specialist
Weekly	<ul style="list-style-type: none"><li>● Be present during meal and free times in buildings to interact with students and develop relationships with staff members</li><li>● Consult with a teacher who is wanting to adapt a unit to ensure it is inclusive of all students</li><li>●</li><li>● Carry out a lesson on relevant topics like inclusion or respect for all with a group of students based on plans developed with school teams</li><li>● Partner with a teacher to carry out lessons on a specific topic to present an inclusive viewpoint</li><li>● Facilitate progression of the IDOE Family Friendly Schools process.</li></ul>
Monthly	<ul style="list-style-type: none"><li>● Meet with EE school teams to identify student, staff and school needs.</li><li>● Research and share solutions to needs identified by EE school teams</li><li>● Attend and represent the district at the Diversity Round Table</li><li>● Facilitate student club outreach</li><li>● Work with families, students and school staff to address concerns, mediate and seek solutions where equity is a concern</li><li>● Connect with school leaders from other district to learn more about programs they have put in place to address a portion of the IDOE Family Friendly Schools Rubric</li><li>● Attend parent council meetings</li><li>● Communicate topical and meaningful updates of the position to the appropriate audience</li></ul>
Quarterly, Semesterly, or Yearly	<ul style="list-style-type: none"><li>● Facilitate staff, student, family and community events with to support equity and engagement efforts</li><li>● Assist school teams in reviewing academic, attendance and discipline data to identify and address any disproportionalities</li><li>● Submit a grant to fund a project developed by high school student leaders promoting engagement and equity</li><li>● Connect with local organizations, agencies and institutions to learn about their services and determine if partnerships would be feasible and mutually beneficial.</li><li>● Ensure IDOE Family Friendly School attainment and progress</li><li>● Take part in hiring processes for identified positions</li><li>● Review a new textbook and provide feedback regarding equity and engagement to others involved</li></ul>