

Project Facilitator, Equity and Diversity Education

Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months

FLSA STATUS: EXEMPT

Position Summary

The individual selected for this licensed position will serve as a Project Facilitator for the Equity and Diversity Education (EDE) Department. Primary responsibilities include supporting the EDE programs and services, districtwide professional learning sessions, and other components of the EDE, including the development of resources, materials, data analysis, and the provision of school-based and targeted professional learning based on identified needs. This person will assist in providing technical assistance, ongoing monitoring, support, and professional learning in the Cultural Transformation Process; the Intercultural Engagement and Inclusion Framework; and in supporting Policy 5137: Safe and Respectful Learning Environments (SRLE); Policy 5138: Addressing the Rights and Needs of Students with Diverse Gender Identities and Expressions; Policy 6113.4: Cultural and Ethnic Recognition; and the Multicultural Education Standards for Social Studies. This position will report to the assigned Coordinator, EDE Department, College, Career, Equity, and School Choice Unit (CCESCU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provides technical assistance, ongoing support, and professional learning opportunities to Region and School Associate Superintendents, schools, site-based administrators, and various departments in the Clark County School District including, but not limited to:
 - a. The Family and Community Engagement Services (FACES), University of Family Learning (UFL),
 - b. The analysis and interpretation of data for cultural transformation such as Culturally Inclusive School Analysis (CISA) assessment data, school performance data, perception data, demographic data, and school processes,
 - c. Monitoring of Professional Learning Brief plan implementation, documenting progress, barriers, and next steps for identified school sites,
 - d. Assists with the maintenance of grant budget(s) by processing and monitoring requests,
 - e. May serve as a liaison between the District and other agencies,
 - f. Providing professional learning on components of the Intercultural Engagement and Inclusion (IEI) Framework, including culturally and linguistically inclusive teaching practices.
2. Develops tools and provides resources for cultural transformation planning that supports the work of the EDE Department; inclusive of, professional learning, root cause analysis, and the development of action steps, monitoring plans, and evaluation structures.
3. Provides technical assistance in the review and integration of culturally diverse materials and resources to support the curriculum within the school and classroom programs.
4. Assists with the Culturally Inclusive School Analysis assessment data analysis for monitoring and reporting.
5. Assists in the planning, development, and facilitation of professional learning modules for school and region personnel directly relating to the IEI Framework; Policy 5137: SRLE; Policy 5138: Addressing the Rights and Needs of Students with Diverse Gender Identities and Expressions; and Policy 6113.4 Cultural and Ethnic Recognition.
6. Serves as a liaison with the various divisions regarding technical assistance for District initiatives as they relate to the EDE Department.
7. Establishes partnerships with community-based organizations that support equity, diversity, inclusion, and multicultural education programs designed to support educators, parents, and students.
8. Compiles reports and maintains appropriate documentation of all project activities.

9. Performs other duties related to the position, as assigned.
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Position Expectations

1. Demonstrated positive interpersonal skills in working with supervisors, other adults, parents, and students.
 2. Willingness to maintain a flexible work schedule that conforms to project needs.
 3. Demonstrated effective presentation and facilitation skills.
 4. Demonstrated effective written and oral communication, collaboration, and interpersonal skills.
 5. Demonstrated effective skills in planning, organizing, developing, and coordinating activities.
 6. Solid working knowledge of Microsoft Excel, Microsoft Word, Google Suites, and various telecommunication software and applications.
 7. Strong writing and editing skills.
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Position Requirements

Education and Training

1. An earned bachelor's degree from an accredited college or university.
2. Completed three (3) or more years of successful teaching experience.
3. Planned and facilitated professional development activities, coaching, modeling, and mentoring.

Licenses and Certifications

Must possess or be able to acquire by time of appointment to the position, an elementary or secondary teaching license issued by the Nevada Department of Education and have attained Highly Qualified Teacher Status.

Preferred Qualifications

1. Experience with school improvement planning, implementation, monitoring, and evaluation process.
2. Ability to problem-solve, prioritize, plan, organize, and implement projects independently.
3. Knowledge and skills with the use of Infinite Campus, Adobe, Google Drive, Microsoft Office Suite, and Datalab.
4. Knowledge of current school funding grants, assembly or senate bill legislation, and District policies affecting the work of the EDE Department and the CCESCU.

5. Knowledge of the District's strategic plans.
6. Experience in districtwide professional learning, staff development day activities, accountability systems, school improvement, curriculum review, data-driven decision-making, and data analysis.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 07/09/20
- Created: 07/09/20