

JOB DESCRIPTION

EQUITY ACCOUNTABILITY OFFICER

TITLE: Equity Accountability Officer

REPORTS TO: Director of School Community and Government Support Office

SUPERVISES:

JOB FUNCTION: To monitor and review policies and procedures as implemented in the Fayette County Public School System for equity relative to the District's students, parents/guardians, faculty, staff, and community. To serve as a customer service agent on behalf of the district, respond to and disseminate concerns to appropriate staff.

DUTIES AND RESPONSIBILITIES:

- Performs research, interpret data, and prepare reports.
- Monitors progress and perform follow-up procedures for Equity Council recommendations.
- Serves as a liaison for the Equity Council.
- Analyzes policies and procedures currently in use by the District.
- Makes recommendations to improve or rectify inequities in policies or procedures.
- Performs other duties assigned by the Director of School Community and Government Support and the Superintendent.
- Provide culture training to all stakeholders and periodic updates as needed.
- Provide staff with appropriate strategies/interventions to meet the needs of all students.
- Provides training to staff to assist in closing the achievement gap through strategies and interventions to ensure students are given an equitable education.
- Enhance better communication between home and school.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Attends Admissions and Release (ARC) Committee meetings as needed to assist in maintaining accountability and compliance with special education policies, procedures and law.
- Attend Parent/Teacher conferences.
- Serves as a key customer service agent providing assistance and responding to concerns raised by parents and the community at large.
- Enhance better communication between home and school.
- Improve customer service by making a commitment to learning what students, parents and employees needs and wants are to expand customer friendly processes in the district.
- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Management and leadership qualities.
- Interpersonal skills using diplomacy, tact, patience, and courtesy.
- Kentucky Education Reform Act of 1990.
- District organization and objectives.
- Federal, State, and District policy and administrative procedures.

ABILITY TO:

- Analyze policies and procedures for equity and make recommendations to rectify inequities.
- Work diplomatically and tactfully with a diverse group of people.
- Listen.
- Budget and use time efficiently.
- Utilize problem- solving techniques.

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PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

EDUCATION AND EXPERIENCE:

- Master's Degree and experience at different levels: experience in a classroom, experience at a building level, and administration experience in central office.

LICENSES AND OTHER REQUIREMENTS:

- None

Original Date: 02/1994

Revision Date: 05/2009

Revision Date: 07/2011

Revision Date: 07/2012

Revision Date: _____