

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Administrative JOB DESCRIPTION

Equity Manager

Department: Office for Employee Relations

Job Code: TBD

FLSA: Exempt Non-Exempt

Salary Schedule: MGMT 8B

Reports To: Director of Employee Relations

Work Days: 245

Board Approved Date: February 19, 2013

Work Hours: 7.5 hrs/day

JOB GOAL: Responsible for managing and monitoring equal employment and educational opportunity activities, and ensuring compliance with applicable local, state, and federal rules and regulations, including the Equal Employment Opportunity Act, Florida Educational Equity Act (EEA), and Americans with Disabilities Act (ADA).

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Provide leadership to the District regarding all matters related to equal employment and educational opportunity through an effective system of policy development, implementation, and compliance.
2. Advise and work with other administrators in matters concerning equity, equal employment, or educational opportunity issues.
3. Review requests made by employees, students, and parents for reasonable accommodations under the Americans with Disabilities Act (ADA); and work with the appropriate administrator to respond to such requests.
4. Coordinate the District's response to complaints and charges of employment discrimination received through the Equal Employment Opportunity Commission and the Florida Office of Equal Educational Opportunity.
5. Coordinate the District's response to complaints and charges of educational opportunity discrimination received through the Florida Office of Equal Educational Opportunity and the Federal Office of Civil Rights.
6. Coordinate and monitor required equity compliance activities for the District.
7. Investigate and respond to discrimination, harassment, and other related claims.
8. Develop and implement a comprehensive district equity plan, and analyze and monitor district practices to ensure compliance is maintained with the District's non-discrimination policy.
9. Develop and disseminate information regarding policies of non-discrimination and harassment to employees, applicants, students, parents, and the public.
10. Disseminate information related to equal employment and educational opportunity to employees, applicants, students, parents, and the public.
11. Search for and write proposals to access additional equal employment and educational opportunity resources.
12. Develop and maintain positive working relationships with state and federal enforcement agencies responsible for equal employment and educational opportunity.
13. Provide staff development opportunities for district employees on matters pertaining to discrimination, harassment, and other equal employment and educational opportunity topics.
14. Coordinate and submit the District's annual equity program update to the Florida Department of Education.
15. Answer employee, student, and parent questions regarding discrimination, harassment, and other general equal employment and educational opportunity matters.
16. Serve as the District's coordinator for student discipline and ESE manifestation appeals.
17. Represent the District on committees and councils related to the job assignment.
18. Direct and coordinate applicable audits, and prepare reports for local, state, and federal records.
19. Keep up-to-date on information, laws, regulations, and programs related to equal employment and educational opportunity.
20. Perform other duties as assigned.

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Administrative JOB DESCRIPTION

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:

- General knowledge of student and employee disciplinary procedures.
- Demonstrated skill in human relations and conflict resolution.
- Ability to read, interpret, and enforce State Board Rules, school board policy, and all applicable laws and regulations in the governing of equal employment and educational opportunity.
- Ability to use effective interviewing, coaching, and evaluation techniques.
- Ability to facilitate groups to consensus.
- Knowledge of the various levels of the judicial system as it relates to the students and personnel of the School District.
- Knowledge of assessment systems.
- Ability to formulate positive professional relationships and work collaboratively with other agencies and organizations.
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media.
- Advanced operating knowledge of and experience with personal computers and programs, such as word processing programs, spreadsheets, and databases.

EDUCATION, TRAINING & EXPERIENCE:

- Master's Degree from an accredited institution
 - Three (3) years of experience in education, human resources, employee relations, and/or equal employment and educational opportunity
 - Training and/or experience in the principles, current practices, and methods for providing equal employment and educational opportunity
- OR**
- Any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential responsibilities

CERTIFICATES, LICENSES, & REGISTRATIONS: none

PREFERRED QUALIFICATIONS:

- Juris Doctor
- Broad knowledge of the roles and responsibilities of district personnel including teachers, administrators and classified employees.

SUPERVISORY RESPONSIBILITY: none

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

<input checked="" type="checkbox"/> Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/> Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
<input type="checkbox"/> Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/> Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/> Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Administrative JOB DESCRIPTION

PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

R	Sitting	Resting with the body supported by the buttocks or thighs.
R	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
S	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
O	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
S	Bending	Lowering the body forward from the waist.
S	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
S	Kneeling	Bending legs at knee to come to a rest on knee or knees.
S	Crouching	Bending the body downward and forward by bending leg and spine.
S	Crawling	Moving about on hands and knees or hands and feet
O	Twisting	Moving body from the waist using a turning motion.
O	Reaching	Extending hand(s) and arm(s) in any direction
S	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward .
S	Pulling	Using upper extremities to drag, haul, or tug objects in a sustained motion.
S	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles .
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
F	Grasping	Applying pressure to an object with the fingers and palm.
O	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
F	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position. Please note that there can be more than one condition.)

<input type="checkbox"/>	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
<input type="checkbox"/>	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<input checked="" type="checkbox"/>	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Administrative JOB DESCRIPTION

<input type="checkbox"/>	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<input type="checkbox"/>	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
<input type="checkbox"/>	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
<input type="checkbox"/>	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	Respirator	The worker is required to wear a respirator.
<input type="checkbox"/>	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

MACHINES, TOOLS, EQUIPMENT:

(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, scanners, telephones, etc.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.