

Coordinator of Human Relations Programs

Certified or Classified Position - 0290

<u>Salary</u> Per Salary Schedule	<u>Days</u> 205	<u>Reports to:</u> Assistant Superintendent of Instruction
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SCOPE OF RESPONSIBILITIES

To assist the district in crafting a shared vision to create new opportunities for community, assist with student affairs, emphasize programming for the educational, cultural, and social needs of the gap students, further development of a recruitment program to expand the pool of multi-cultural teaching candidates, and serve as an ombudsman for district in human relations affairs

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Monitor all gap children relative to their successful experience with schooling using three objective indicators: regular attendance, academic performance, and gains in assessments
2. Provide academic guidance to students who have low self-esteem and are not working to capacity
3. Ensure that the parents of gap students are included in planning, implementation, and evaluation of their student progress
4. Provide positive reinforcement, commendations and recognition to students for goals achieved both individually and as a group
5. Work to be resourceful in the use of community resources in the resolution of problem situations
6. Inform administrative, instructional and supportive staff of liaison role and provides consultation as requested
7. Serve as a liaison between minority parents and the schools, school employees and the system, students and the schools, and students and parents
8. Work cooperatively with counselors, FRYSC staff, teachers, and administrators to meet the needs of gap children through regular and innovative programming
9. Develop a district affirmative action teacher recruitment program
10. Attend recruitment fairs at local, regional, state, and tri-state colleges and universities
11. Enhance middle and secondary Future Teacher Programs
12. Organize trips to colleges and universities for district gap students
13. Coordinate the efforts of MCC's Talent Search Program
14. Maintain regular and predictable attendance
15. Adhere to the professional code of ethics
16. Successfully utilize technology as appropriate in job function
17. Be pro-active in the minority community by anticipating concerns and resolving them before they reach a crisis
18. Assists with suicide, bullying, and dropout prevention programs
19. Participate in the Code of Conduct committee
20. Investigate incidents and concerns as assigned
21. Report to the Board annually the results of existing minority development and recruitment programs

MINIMUM QUALIFICATIONS

- 4 year college degree in applicable field
- Experience as deemed appropriate by Superintendent