

**Job Description**  
**MOORE PUBLIC SCHOOLS**

**Job Title:**           **Human Relations and Diversity Consultant**

**Qualifications:**

**Credentials:**           State Certificate to teach in specific position; Eligible for administrative certificate or job experience in mediation, conflict resolution or other human relations fields

**Education:**             Master's degree in Secondary Education or related field.

**Training or Experience Required:** Standard Certificate and teaching/other related work experience

**Special Skills, Knowledge, Abilities:**

Special knowledge of appropriate EEO laws and regulations affecting the school district; Sensitivity to diversity/cross cultural differences and the ability to resolve conflict; knowledge of and good working relationship with various cultural/ethnic/disabled groups within the community. Sensitivity to stereotypical thinking that will inhibit diversity in the curriculum and in human relations with all groups.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms, instructions, and writing/printing legibly. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English.

**Site:**                         **Various**

**Reports To:**               **Superintendent or Designee**

**Job Goal (Purpose of Position):** Performs skilled/professional- level tasks under limited supervision to implement the human relations/diversity and attendance programs in the secondary schools. Assists teachers and staff to provide students with the proper teaching techniques/environment for learning. Establishes lesson plans, grades, and accomplishes curriculum objectives to enhance each student's self esteem and increase personal growth. In addition, meets with parents and other staff to resolve problems or perceived problems relative to diversity/cultural differences, etc. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the variety of challenges of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

**Contact with Others:** An incumbent in this position has regular contact by telephone, by electronic media and/or in-person with the public to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them of alternative courses of action. Must be sensitive to feeling/behaviors of various groups in order to resolve conflict and poor communication. Maintains confidentiality of necessary information.

**Other Performance Measures:**

Knowledge of subject matter; Cares for and effectively assists faculty with special concern. Establishes guidelines and a plan to accomplish job objectives and encourages effective learning or communication. Works with district staff in appropriate mediation, conflict resolution, and negotiations efforts.

Contributes to effectiveness/quality of district programs, including extracurricular programs; Keeps accurate records, reports, etc. pursuant to district policy; Actively supports and looks for ways to improve the quality of customer service as provided by the district; Cooperates with other district personnel to improve the quality of education; When serving on committees, maintains an attitude of constructive/supportive behavioral feedback and input to improve the quality of service; Continues to be involved in personal growth and development.

**Essential Job Functions (PERFORMANCE RESPONSIBILITIES):**

1. Establishes and maintains lines of communication between protected groups (minority/ethnic, sex, disabled and others) in the community and the school staff and administration through meetings, newsletters, personal contact, and the like.
2. Acts as a facilitator and sounding board in relations between the school and the protected groups.
3. Works with all staff in meeting any special needs of protected group education/diversity.
4. Develops and recommends in-service training programs in human relations/diversity for the staff.
5. Recommends to the superintendent policies and programs to improve human relations and communication strategies in the district.
6. Acts as consultant to principals, the superintendent, and the administrative staff in their efforts to improve intergroup education, human relations, and diversity issues.

7. Upon request, consults with principals in the auditing of enrollment and transfer records in the various schools as may be necessary to assure compliance with applicable laws and school board policy regarding transfers and legal residence school.
8. Prepares an annual report on human relation, community involvement, and related matters in the district for the Superintendent.
9. Assists district administrators with conflict resolution, mediation, grievance, and negotiations efforts.

**Supervision exercised:** Works in cooperation with the Superintendent and other administrative staff

**Physical/Mental Requirements and Working Conditions:**

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the various sites. Must be able to diffuse potentially volatile situations effectively. Must be able to work with a culturally diverse community.

**TERMS OF EMPLOYMENT:** Salary will be set based on the certified teacher compensation schedule

**EVALUATION:** Performance of this job will be evaluated in accordance with Board policy.

Approved 03-08-93  
Revised: 11-14-11