

**Job Title:** Coordinator Equity **Wage/Hour:** Exempt  
**Report to:** Executive Director of Equity and Stakeholder Stakeholder Engagement **Pay Grade:** 103  
**Dept./School:** Equity and Stakeholder Engagement **Date Received:** November 1, 2024

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**Primary Purpose:**

This position will serve to assist in the development of an inclusive and systemic action plan that enhances equitable organizational approaches and support for students and families.

**Qualifications:**

**Education/Certification**

Bachelor’s Degree from an accredited university  
Valid Texas Teacher, Counseling, or Mid-Management Certification

**Special Knowledge and Skills:**

- Ability to effectively lead cross-functional teams
- Strong organizational, communication and interpersonal skills
- Ability to conduct effective and engaging presentations and workshops for community stakeholders
- Ability to collaborate effectively with internal and external stakeholders
- Proficient use of MS Word, Excel, Teams, PowerPoint, and OneDrive

**Experience:**

Five (5) years teaching experience in a public-school setting

**Major Responsibilities and Duties:**

1. Coordinate the development of the District Equity Plan, provide guidance and support to district departments to meet the requirements and timelines of the plan.
2. Plan, design, organize, prepare, and deliver professional development programs to address issues of equity, inclusion and stakeholder engagement that are attentive to the diverse needs of staff, students, and community stakeholders.
3. Provide consultation support and professional development to staff on issues of equity and inclusion.
4. Assist in the development of departmental goals, objectives, policies, and procedures that are aligned to support the District Strategic Blueprint.
5. Actively research and participate in professional learning on best practices and innovative trends related to equity, inclusion, and stakeholder engagement.
6. Collaborate with internal and external stakeholders to promote, sustain, and advance organizational equity and inclusion.
7. Collaborate with other District and campus leaders to implement school-based processes and practices that promote equitable access and opportunity for underrepresented and underserved student and family populations.
8. Support and monitor programs and initiatives designed to ensure equitable access and opportunities for students, staff, and families.
9. Engage students, staff, and families in the process of creating a welcoming and inclusive culture throughout the district.
10. Assist in the development of a comprehensive approach to improve school climate and creating inclusive schools to effectively meet the needs of diverse students and families.
11. Collaborate with administrators, staff, and external organizations to coordinate partnerships that support equitable outcomes and inclusivity.

**School/Organizational Climate**

12. Develop systems of communication which establish consistent, efficient, and collaborative processes for the provision of support to District and campus staff and teachers.
13. Model and promote effective problem-solving practices and conflict resolution which are customer service oriented and inclusive in nature.

14. Collaborate harmoniously with others to ensure alignment of work throughout the district.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours, prolonged use of computer.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.