

# DURANGO SCHOOL DISTRICT 9-R

## JOB DESCRIPTION

**Job Title:** Multicultural Equity and Impact Program Manager  
**Department:** Exceptional Student Services  
**Typical Work Year:** 215 Days

**Administrative Range Placement:** Range A  
**FLSA Status:** Exempt  
**Prepared Date:** September 1, 2018

**SUMMARY:** Design, implement, and evaluate activities and programs that enhance the educational experience of Native American and culturally diverse students and their families. Develop and implement innovative policies, procedures, and protocols that support and affirm cultural equity programming district and federal goals for the Title VI and culturally diverse programming. Coordinate with district and community resources to develop systems of support and guidance for students and families to positively influence student achievement, social and emotional health, and other issues which may impact high school graduation. Manage and maintain a system of direct and indirect supports for district-wide program initiatives for Native American and culturally diverse student populations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- |         |     |   |
|---------|-----|---|
| D       | 30% | Manage support programs for Native American and culturally diverse student populations, including systems and programming focused on improving academic achievement, improved social and emotional health and increased attendance and retention.   |
| D       | 30% | Design and refine culturally affirming mentoring programs, cultural celebrations, and other events throughout the district that nurture a sense of belonging, build community, and encourage constant reflection. Manage systems so that district staff and other community resources can lead these efforts successfully.  |
| W       | 20% | Establish and maintain positive partnerships with district schools, tribal organizations, and other community partners to ensure that we are fully utilizing all available resources in a systematic and highly personalized way. Increase the understanding of needs, experiences, and culture of Native American and culturally diverse student populations.  |
| M       | 10% | Develop a comprehensive plan for professional development, including programs, seminars, workshops, and other events designed to meet the goals of the Title VI program. Develop systems to maximize impact and relevancy of these events for students, staff, parents, and other stakeholders.   |
| M       | 5%  | Analyze data, evaluate the effectiveness of programs and services, and prepare reports and surveys concerning our Native American and culturally diverse populations. Regularly reflect on ongoing assessments to ensure that program goals and objectives are met and make course adjustments. Manage implementation of Title VI grant, including budget, and take responsibility for annual renewals. Ensure that all requirements are met. |
| Ongoing | 5%  | Perform other essential functions as assigned that support the overall objective of the position.   |

**EDUCATION AND TRAINING:** Minimum: Bachelor's degree of related subject from accredited university. Master's degree in a related professional field desirable.

**EXPERIENCE:** Experience is preferred but may not be necessary for hiring.

### **TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Knowledge and understanding of the needs of Native American students pk-12; experience working with Native American populations.

- Advanced oral and written communication and interpersonal skills.
- Bilingual communication skills preferred.
- Excellent time management and problem solving skills.
- Ability to work with students, parents, and staff with diverse backgrounds and abilities.
- Demonstrated knowledge and understanding of multicultural and diverse populations and historical experiences.
- Demonstrated experience planning, implementing, and supporting social and educational programs and activities.
- Demonstrated ability communicating effectively with students, parents, and staff from diverse backgrounds.
- Ability to manage conflicts within and/or between groups and to work in a team environment.
- Ability to promote and follow Board and District policies, Superintendent policies and building/department procedures.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports:** Director of Student Support Services

**Direct Reports:** None

**BUDGET AND/OR RESOURCE RESPONSIBILITY:** Assist with planning and monitoring the resources allocated for the program(s).

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize				X

Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	