

Central Management Support

TITLE: AFFIRMATIVE ACTION OFFICER

QUALIFICATIONS:

1. New Jersey Instructional Certificate
2. Demonstrated knowledge of federal and state anti-discrimination laws and regulations.
3. Knowledge of recruitment/selection procedures and practices related to equal employment opportunity within the public education system
4. Experience in curriculum review and staff development activities

REPORTS TO: Superintendent

SUPERVISES: All aspects of the district's affirmative action plan

JOB GOAL: To ensure equal educational opportunity for all students in the district and equal employment opportunity for all employees in compliance with current statute and code.

PERFORMANCE RESPONSIBILITIES:

1. Will chair the Affirmative Action Team whose purpose is to conduct a needs assessment and prepare the Comprehensive Equity Plan.
2. Develops and coordinates an affirmative action program that promotes nondiscriminatory employment and school/classroom practices.
3. Reviews all personnel policies to determine if they are administered without discrimination. Recommends corrective measures when necessary.
4. Reviews recruitment and selection processes and encourages the hiring of qualified women and minorities where underutilization is evident.
5. Reviews all applications, promotions and transfers and maintains records required by law to fully implement nondiscriminatory policies.
6. Reviews all job classifications and specifications to purge language and other barriers that tend to discriminate on the basis of sex or minority status and recommends revisions accordingly.
7. Acts as liaison between school district and the community organizations, contractors, vendors and others concerned with equal opportunity employment.
8. Assists in the planning and development of career counseling or training programs for upward mobility where such programs can be realistically implemented.
9. Monitors in-service training, recreational or social programs to determine if there is equal access for all employees.
10. Develops and implements in-service programs for school personnel on a continuing basis to identify and resolve problems or course offerings. Makes recommendations for corrective measures where necessary.
11. Determines compliance with statute and code regarding equal access for all students to participate in all programs or course offerings. Makes recommendations for corrective measures where necessary.
12. Develops guidelines for selection of textbooks, library books and other instructional materials in consultation with appropriate teaching staff members.

13. Reviews curriculum guides, guidance services, standardized tests, extracurricular programs, athletic programs and scholarship programs to assure that they are nondiscriminatory, and recommends corrective steps when necessary.
14. Develops guidelines for professional staff on what constitutes discriminatory school and classroom practices.
15. Develops resource lists of nonsexist, unbiased supplemental materials.
16. Reviews the organizational aspects of the interscholastic athletic programs to assure equal treatment in such areas as coaches' salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling practice and game time, length of season and other related matters.
17. Monitors equal access to facilities for all employees and students.
18. Conducts internal investigations in response to all affirmative action grievances filed and makes recommendations for resolution.
19. Participates in professional development activities to keep abreast of current discrimination issues; relevant state and federal laws; and effective affirmative action strategies.
20. Performs other related duties as may be assigned by the Superintendent and/or required by law, code or board policy.

APPROVED:

April 6, 2004