



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Language, Culture and Equity Coordinator**

Job Family: **Professional**

Prepared/Revised Date: **March 11, 2025**

FLSA Status: **Exempt**

Pay Range: **A/P Schedule, Grade P**

Job Code: **33574**

Days: **260**

**SUMMARY:** Responsible for developing and sustaining internal capacity to provide professional development courses and job-embedded professional development to site-based leadership, teaching, and district level teams with a focus on fostering success for all students. Assist in building the knowledge, skill, will, and capacity of teachers, principals, and district leadership to create and sustain quality learning experiences and environments for all students. Build the capacity for school leaders to address and respond to reports of discrimination, harassment and/or Title VI complaints. Responsible for grant writing and maintenance, specifically regarding Title VI federal grant and others as they become available. Facilitate critical community, staff, and student groups to inform and build positive learning environments and best teaching practices within the district.

**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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Work with district departments and key vested partners on the development and implementation of Title II, IV, VI, VII, and IX programs to:
  - a. Ensure and enforce standards for all grant compliance in programs which include but are not limited to services, benefits, time and effort, and grant reporting.
  - b. Build capacity in leadership to proactively prevent, receive, investigate, and resolve violations and related reports, including strengthening relationships with families and students who have experience instances of discrimination and harassment within the district.
2. Work directly with PSD school teams to build their capacity in addressing the needs of the school community in supporting all students with proactive practices. Train and coach staff by co-creating lesson plans, co-teaching, coaching, and mentoring teachers and principals on best instructional practices for all students. Build and implement courses for teachers and principals in PSD's course catalog for teaching best practice. Build resources and communications to all employee groups to ensure access to events, resources, and professional practices.
3. Coach and mentor teachers, principals and district leaders to enhance efficacy. Monitor progress of staff towards goals and adjust support as needed, including building capacity around the critical skills of reciprocal communication with all families, students, and community members.



4. Collaborate and train educators, administrators, and other central office departments and leaders to:
  - a. Analyze current practices and policies to enhance mental health and belonging.
  - b. Facilitate professional learning opportunities that align with the district strategic plan and Unified Improvement Plan.
  - c. Serve as critical member and leader on various district committees.
  - d. Conduct ongoing review and analysis to identify potential risks and mitigate the risk of bias.
5. Continuously gather and use feedback from students, parents, and staff in the PSD community to inform efforts. Monitor student data as it relates to disproportionality in outcomes and lead efforts to address the gaps. Coordinate Board of Education resolution efforts and attend BOE meetings for resolutions in support of teachers, students, and staff.
6. Represent PSD in external groups to support partnerships and connections.
7. Facilitate student, staff and community committees.
8. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree required, master's degree in related educational field preferred
- A minimum of 5 years of related work experience with demonstrated success facilitating complex systems that unifies the organization for the benefit of all students
- Equivalent combination of experience and education accepted

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado Teaching License preferred
- Valid Colorado Principal or Administrator License preferred

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Deep understanding of the challenges and opportunities faced by individuals from all backgrounds, paired with a demonstrated ability to create learning environments that support all students, families, and staff to success
- Demonstrated knowledge about all identities and backgrounds as it relates to education
- Knowledge of researched based instructional strategies and differentiated teaching approaches to support the academic growth of all students
- Instructional experience required including adult learning, staff development, and teacher/principal coaching
- Ability to address factors such as background, lived experiences, trauma, and/or socio-economic status influence education and to apply this understanding to instructional practices
- Experience working with a wide range of backgrounds and learning needs
- Bilingual/Biliterate preferred
- Self-directed, reflective, and strong interpersonal skills



- Ability to take initiative for new program development related to fostering a positive learning environment
- Oral and written communication skills, including presentation and facilitation skills
- Critical thinking and problem-solving skills
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment
- Ability to communicate with students, parents/guardians, staff, and community members
- Ability to be a part of, work with, and lead a team
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Reports to:</b>	Director of Language, Culture and Equity	
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	



**STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS:** *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [ada@psdschools.org](mailto:ada@psdschools.org).*

PHYSICAL ACTIVITIES:	Amount of Time			
	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 Time			
	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 Time			
	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



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	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	