

SOUTH BERGEN JOINTURE COMMISSION
JOB DESCRIPTION

TITLE: AFFIRMATIVE ACTION OFFICER

QUALIFICATIONS:

1. Hold a New Jersey administrative, educational services, or an instructional certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq. and N.J.A.C. Title 6 Chapter 11.
2. Serve as a currently employed professional member of the district, meeting all the requirements for the position held.
3. Have at least three years of excellent experience in teaching and/or administration.
4. Demonstrate a commitment to the goals of affirmative action, the elimination discriminatory practices.

REPORTS TO: Superintendent of Schools

SUPERVISES: N/A

JOB GOAL: Plans, coordinates, and evaluates the affirmative action procedures and practices of the district to ensure that full and equal opportunity is provided for all personnel and students, regardless of race, color, creed, religion, sex, ancestry, national origin, political belief, sex, sexual orientation, or social or economic status. Coordinates activities to eliminate sexual harassment of students and staff.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates and implements the district's efforts to meet and exceed federal and state requirements for affirmative action, equity in educational programs (N.J.A.C. 6: 4.1 et seq.), and the elimination of sexual harassment.
2. Monitors and periodically reviews Board policies to ensure compliance with all applicable equal educational, affirmative action, and sexual harassment requirements.
3. Publicizes to the staff and the community the equal educational opportunity resolution.
4. Notifies the staff annually of affirmative action and sexual harassment policies and the procedures for filing grievances and complaints.
5. Prepares, disseminates, and supervises the Multi Year Equity Plan with measurable goals, seeking ideas from the staff and community. Includes a school and classroom practices plan and an employment/contract practices plan, with timetables for corrective action to overcome the effects of previous patterns of discrimination that may have existed (N.J.A.C. 6:4-1.3, et seq.). Prepare the annual report of progress for Board approval and share with interested parties.
6. Collects and analyzes data regarding the practices of the district and the effects of affirmative action efforts, and recommends modified or additional efforts to the Superintendent.

JOB DESCRIPTION:
AFFIRMATIVE ACTION OFFICER (continued)

7. Reviews regularly the recruitment, selection, and employment practices to determine if they are administered without discrimination and are active in seeking personnel from under-representative groups. Recommends corrective measures when necessary.
8. Reviews documents and literature of the schools and district to ensure that they are free of prejudicial and stereotypical language.
9. Prepares staff development and distributes information for school personnel on a continuing basis to identify and resolve problems arising from prejudice (N.J.A.C. 6:4-1.3(d)).
10. Ensures that the review, evaluation, and selection of instructional materials include criteria regarding freedom from discrimination and stereotyping. Serves as a resource in the selection of educational materials and in curriculum revision.
11. Collects data and monitors all curricular, athletic, and extra-curricular offerings to ensure equal opportunity for participation for all students and to ensure that the programs and activities are in compliance with N.J.A.C. 6:4-1.5 "school and classroom practices."
12. Represents the district at community, state, and professional meetings as requested by the Superintendent.
13. Supervises procedures to guarantee prompt, internal, and impartial resolution of cases of alleged discrimination and sexual harassment. Investigates and holds hearings on cases of alleged discrimination and sexual harassment, and makes recommendations to the Superintendent to resolve or remediate the situation.
14. Notifies immediately appropriate personnel and agencies, and follows established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
15. Completes in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent.
16. Attends required staff meetings and serves, as appropriate, on staff committees.
17. Continues to grow professionally through collaboration with colleagues and professional growth experiences. Summarizes, interprets, and disseminates current developments in discrimination and equal opportunity issues through reading of professional journals, participation in professional development, and involvement in professional organizations.
18. Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.
19. Performs any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.

JOB DESCRIPTION:
AFFIRMATIVE ACTION OFFICER (continued)

**TERMS OF
EMPLOYMENT:**

Work year of twelve months.
Current professional employee of the Board, with salary, benefits, and leave time specified in the written contract with the Board of Education.
Appointed annually by the Board of Education.
Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

EVALUATION:

Performance for this position will be evaluated annually in accordance with New Jersey state law and the provisions of the board's policy on evaluation.

ADOPTED BY THE BOARD OF EDUCATION:



Michael Kuchar, Ph.D.
Superintendent