

**GREAT MEADOWS REGIONAL
BOARD OF EDUCATION**

JOB DESCRIPTION

TITLE: AFFIRMATIVE ACTION OFFICER

QUALIFICATIONS:

New Jersey Instructional Certificate.

Demonstrated knowledge of federal and state anti-discrimination laws and regulations.

Knowledge of recruitment/selection procedures and practices related to equal employment opportunity within the public education system.

Experience in curriculum review and staff development activities.

Required criminal history background check

New Jersey residency required

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. Develops and coordinates an affirmative action program that promotes nondiscriminatory employment and school/classroom practices.
2. Monitors the implementation of affirmative action program; identifies problems through on-going internal survey; and establishes goals and timelines to correct past discriminatory patterns and practices.
3. Reviews all personnel policies to determine if they are administered without discrimination. Recommends corrective measures when necessary.
4. Reviews all recruitment selection processes, applications, promotions and transfers and maintains records required by law to fully implement nondiscriminatory policies.

5. 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.
6. Acts as liaison between school district and the community organizations, contractors, vendors and other concerned with equal opportunity employment.
7. Monitors inservice training to determine if there is equal access for all employees.
8. Develops and implements in-service programs for school personnel on a continuing basis to identify and resolve problems arising from prejudice on the basis of sex, race, creed, national origin, religion, ancestry or socioeconomic status.
9. 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.
10. Develops guidelines for selection of textbooks, library books and other instructional materials in consultation with appropriate teaching staff members.
11. 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.
12. Develops guidelines for professional staff on what constitutes discriminatory school and classroom practices.
13. 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.
14. Monitors equal access to facilities for all employees and students.
15. Measures the effectiveness of the affirmative action program and administers discriminatory grievances filed.
16. Participates in professional development activities to keep abreast of current discrimination issues; relevant state and federal laws; and effective affirmative action strategies.
17. Performs other related duties as may be assigned by the superintendent and/or required by law, code or board policy.

TERMS OF EMPLOYMENT: Ten month continued employment

EVALUATION: Performance of this job will be evaluated in accordance with state law and the provisions of Board policy and completed by Principal.

Revised: Dec. 17,2019

Employee Signature- - - ----_