



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: AFFIRMATIVE ACTION OFFICER

## QUALIFICATIONS:

1. Holds valid New Jersey instructional, supervisory or administrative certificate.
2. Demonstrates knowledge of federal and state anti-discrimination laws and regulations.
3. Possesses knowledge of recruitment/selection procedures and practices related to equal employment opportunity within the public education system.
4. Has experience in curriculum review and staff development.
5. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** Superintendent of Schools

**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 areas of concern 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 recruitment and selection processes and encourages the hiring of qualified women and minorities where underutilization is evident.

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 to the Superintendent accordingly.
6. Acts as liaison between school district and the community organizations, contractors, vendors and others concerned with equal opportunity employment.
7. Assists in the planning and development of career counseling or training programs for upward mobility where such programs can be realistically implemented.
8. Monitors inservice training, recreational or social programs to determine if there is equal access for all employees.
9. Develops and implements in cooperation with the Director of Curriculum and Instruction 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, disability, ancestry or socioeconomic status.
10. 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.
11. Develops guidelines for selection of textbooks, library books and other instructional materials in consultation with the Director of Curriculum and Instruction appropriate teaching staff members.
12. 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.
13. Develops guidelines for professional staff on what constitutes discriminatory school and classroom practices.
14. Develops resource lists of nonsexist, unbiased supplemental materials.
15. Reviews the organizational aspects of the interscholastic athletic programs to ensure 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.
16. Monitors equal access to facilities for all employees and students.
17. Measures the effectiveness of the affirmative action program and administers discriminatory grievances filed.

18. Participates in professional development activities to keep abreast of current discrimination issues; relevant state and federal laws; and effective affirmative action strategies.
19. Performs all other tasks and assumes such other duties as assigned by the Superintendent and/or required by law, code or Board policy.

**TERMS OF EMPLOYMENT:** Work year to be determined by the Holmdel Township Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the board's policy on Evaluation of Certified Personnel.

**SOURCE:** Regular Board Meeting

**DATE:** March 13, 1996