



EQUITY, DIVERSITY & INCLUSION TRAINING CONSULTANT

BASIC FUNCTION

Under general direction, serve as an integral member of the District's Equity and Diversity training community, focusing on developing and delivering cultural competency training which aligns with the Racial Educational Equity Initiative and other Board policies for equity, diversity and inclusion; interact with staff as an advisor and group facilitator; participate in creating, and sustaining a richly diverse, positive environment with trust among stakeholders and staff; create and promote diversity-oriented events, minority and protected class inclusion and cross-cultural workshops.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assess cultural competency knowledge and skill of business operations employees, through observation, interview and survey methods. “E”
- Analyze and report on assessment findings; plan, design and deliver appropriate training strategies, programs and materials; utilize benchmark assessments and data to provide evidence of the effectiveness of training related to self-awareness and organizational change. “E”
- Analyze and target each Equity Team's learning needs and goals; coach teams' leaders to facilitate ongoing meetings and continuous learning; provide assistance to ensure team goals and objectives are met. “E”
- Plan and detail the training strategy, objectives and time line essential to create a comprehensive and engaging curriculum design. “E”
- Communicate topics effectively by properly understanding the needs of the audience; target training sessions to meet a variety of audience education levels, expertise, adeptness, openness and skill level in comprehending subject matter. “E”
- Lead Equity Team meetings, demonstrating sensitivity and patience with participants who exhibit varied levels of engagement and acceptance; lead through and diffuse emotion-charged discussions and provide for a non-confrontational environment where employees feel safe to express multiple perspectives regarding race, gender, cultural and similar issues and topics. “E”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies. “E”
- Lead and participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend, implement and communicate improvements to school and business practices

with awareness and understanding of their impact in a racially and culturally diverse community. “E”

- Represent the District in meetings, hearings, workshops, conferences and professional activities. “E”
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Equity, Diversity & Inclusion Training Consultant supports the District’s Equity Initiative, Racial Educational Policy and Equity in Public Purchasing and Contracting policy, as well as the fundamental core values of equity, inclusion and diversity by developing and facilitating trainings, providing coaching and engaging District staff in exploring how business and operations practices, viewed and performed through an equity lens, directly benefit the community and the educational outcomes of the student population.

EMPLOYMENT STANDARDS

Knowledge of:

Effective training strategies, techniques, equipment and materials used in public developing and delivering equity and inclusion training.

Adult Learning Theory.

The ethnic, cultural, geographic, and socio-economic diversity of the populations served by the District.

Effective written and oral communication skills.

Qualities of sound judgment, sensitivity, discretion and confidentiality.

People and process management skills including problem solving and conflict resolution.

District organization, operations, policies and objectives.

Elements of effective coaching.

Ability to:

Design, implement, monitor and evaluate culturally relevant equity training programs, in compliance with research, best practices and District policies and guidelines.

Conduct research, analyze data and prepare recommendations for training programs’ development or modification.

Coach and train adult learners with multiple viewpoints, understanding and comfort with subject matter.

Provide assistance, guidance and leadership on all aspects of subject matter training.

Evaluate multiple training approaches and adopt effective strategies for information delivery.

Prepare accurate and detailed written material, including staff and administrative reports.

Actively participate as a member of a highly dedicated and professional team.

Work with and engage a variety of stakeholders.

Communicate effectively both orally and in writing.

Develop effective communications strategies for a diverse, multi-ethnic, multi-cultural and multilingual population.

Demonstrate the highest levels of professional conduct, including but not limited to integrity, honesty, confidentiality, and equity.

Work on multiple projects at one time with constantly changing priorities and deadlines.

Communicate a culture of equity and inclusion.

Advocate, model, implement and communicate Portland Public School's Racial Educational Equity Initiative and board policies.

Learn and implement the PPS Equity in Public Purchasing and Contracting board policy.

Model ethical behavior and communicate high expectations of ethical behavior to others.

Operate a variety of office machines, technologies and software.

Education and Training:

A Bachelor's degree in education, multicultural education, ethnic studies, social or cultural anthropology or a related field is required. A Master's degree in one of these disciplines is preferred.

Experience:

A minimum of three (3) years of experience developing and delivering equity, diversity and inclusion training to adults is required. Experience working in a school district, municipality or other public agency in a richly diverse community is preferred.

Special Requirements:

Positions in this classification require the use of a personal automobile and possession of a valid driver's license.

Positions in this classification may require occasional evening and weekend participation at workshops, meetings, District events and training activities.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office and throughout the local community.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting and travel throughout the District; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Exempt
Bargaining Unit: N/A
Salary Grade: 32

Approval Date: December 6, 2016

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

Board of Education Policy 1.80.020-P