

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6502
Pay Grade: C02

FLSA: EXEMPT

EQUAL OPPORTUNITY SPECIALIST

MAJOR FUNCTION:

Assists the Assistant Superintendent, Office of Equal Opportunity with implementing a system wherein all students, staff, and applicants can be ensured an equal opportunity in all programs, activities, and employment offered by the district. Provides training to management and staff on local, state and federal laws/guidelines relating to equal access. Resolves conflicts and issues to reduce the potential of complaints and lawsuits.

DUTIES AND RESPONSIBILITIES:

- Conducts investigations into charges/complaints of unfair employment or educational practices that involve race, sex, color, age, religion, national origin, disability or marital status.
- Executes and/or monitors program areas covering equal employment and educational opportunities in schools, departments, etc. to determine compliance with district goals.
- Assists in developing policies, programs and procedures to comply with federal, state and local compliance requirements.
- Provides technical assistance and coordination of services to staff and students with disabilities and ensures compliance with the Americans with Disabilities Act (ADA).
- Develops and presents training programs for staff and students on topics related to the Office of Equal Opportunity.
- Acts as a consultant to administrators, principals and supervisors on employee problems by identifying issues, making recommendations, and facilitating the resolution process.
- Serves as a mediator in conflict situations by teaching employees strategies and techniques to resolve issues.
- Serves in a support capacity to various committees under the aegis of the Office of Equal Opportunity.
- Reviews current developments, literature and technical sources of information related to job responsibility.
- Acts as a liaison to outside agencies and attorneys relative to formal charges of unfair employment or educational practices.
- Assists with the development of reports and information regarding compliance with district policy and government laws.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or related field plus five (5) years progressively responsible professional experience in equal opportunity law. Demonstrated knowledge of current laws, rules and regulations affecting equal access in employment and/or education opportunities. Demonstrated knowledge of constructive negotiation and mediation methods.

PREFERRED:

Work experience in an educational environment and familiarity with school laws. Demonstrated experience in working with students and staff on equity issues.

ISSUED: 7/93 SRS; BOARD APPROVED: 9/8/93; REVISED: 5/95 SV; REVISED: 4/99 PBL; BOARD APPROVED: 6/19/99; REVISED: 9/00 PBL; BOARD APPROVED: 10/10/00

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

EQUAL OPPORTUNITY SPECIALIST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Equal Opportunity Spec - PTS