

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

---

**TITLE:** **AFFIRMATIVE ACTION OFFICER (AAO)**

**QUALIFICATIONS:**

1. Valid New Jersey Instructional or Educational Services Certificate
2. Minimum experience in curriculum review and staff development activities as determined by the board
3. Demonstrated knowledge of federal and state anti-discrimination laws and regulations
4. Knowledge of recruitment/selection procedures and practices related to equal employment opportunity within the public education system
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Superintendent/Principal

**JOB GOAL:**

To ensure district compliance with affirmative Action and ensure staff are properly trained and aware of the requirements of such provision.

**ESSENTIAL JOB FUNCTIONS:**

1. Provides leadership for the district's affirmative action team, development of the comprehensive equity plan, and coordination of the education equality and equity programs to ensure compliance with state and federal statutes governing educational equity.
2. Oversees the implementation of the district's multi-year equity plan; identifies problems through on-going internal survey; and establishes goals and timelines to correct discriminatory patterns and practices.
3. Participates in the ongoing review and development of the district's educational equality and equity policies.
4. Reviews school and classroom practices and employment and contract practices to ensure compliance with law, administrative code, and district policies.
5. Makes recommendations for corrective measures when necessary.
6. Notifies all students and staff of district grievance procedures for handling discrimination complaints and administers the grievance process. If assigned, investigates specific complaints and preserves evidence that may be useful in determining the validity of those complaints.

7. Acts as liaison between school district and the community organizations, contractors, vendors and others concerned with equal opportunity employment.
8. Assists in the planning and development of career counseling or training programs for upward mobility where such programs can be realistically implemented.
9. Monitors professional development , recreational or social programs to determine if there is equal access for all employees.
10. Develops and coordinates required professional development programs for certificated and non-certificated school personnel on a continuing basis to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.
11. Conducts the required annual internal district monitoring to ensure continuing compliance with state and federal statues and code governing educational equity.
12. Develops guidelines for selection of textbooks, library books and other instructional materials in consultation with appropriate teaching staff members.
13. Monitors curriculum guides, guidance services, standardized tests, curricular and extracurricular programs, athletic programs and scholarship programs to assure that they are nondiscriminatory, and recommends corrective steps when necessary.
14. Develops guidelines for professional staff to develop non-discriminatory school and classroom practices.
15. Monitors the inclusion of a multicultural curriculum and required courses related to the history of other cultures. Assists in the development of resource lists of multicultural, nonsexist, unbiased supplemental materials.
16. Monitors 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.
17. Monitors equal access to programs and facilities and a harassment-free school environment for all students and employees.
18. Maintains professional competence and continuous improvement through continuing education and professional development activities. Keeps abreast of current discrimination issues; relevant state and federal laws; and effective affirmative action/equal education strategies.
19. Performs other related duties as may be assigned by the Superintendent/Principal and/or required by law, code or board policy.

**TERMS OF  
EMPLOYMENT:**

Salary and work year to be determined by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17  
2<sup>nd</sup> Reading: 10/16/17