

City of Englewood Board of Education

REGULATION

Section: ADMINISTRATION
Number: R1550.1M

Title: AFFIRMATIVE ACTION OFFICER

The Board of Education shall, upon the Superintendent's recommendation, appoint an affirmative action officer. This person must possess particular abilities in order to achieve and maintain compliance with Federal, state, and local anti-discrimination laws and regulations.

RESPONSIBILITIES

The Affirmative Action Officer must demonstrate a commitment to enforce the equal rights of people regardless of sex or minority status. He or she will meet the following qualifications in order to hold that position:

- Demonstrate an ability to formulate constructive and realistic programs;
- Have experience in personnel policies and practices relevant to affirmative action;
- Have experience in labor negotiations;
- Be knowledgeable and familiar with all equal employment state and federal laws affecting the total school community;
- Understand the organizational and management structure of the school district;
- Be aware and sensitive to human problems;
- Be active in community life;
- Have strong and effective communication skills;
- Possess the ability to assess problem areas and implement effective solutions and inform the Superintendent of any such actions planned or taken;
- Assist in developing, coordinating, and implementing an affirmative action program that will result in the school district's ability to comply with applicable requirements;
- Report regularly to the Superintendent;

- Develop in-service training programs for school personnel on a continuing basis to identify and resolve problems arising from prejudice based on factors of sex, race, color, creed, religion, national origin, ancestry, or socio-economic status, encouraging community involvement in this process;
- Develop communication techniques to keep affirmative action developments current;
- Identify problem areas through internal surveys of women and minorities on a continuing basis;
- Assure that all personnel policies are administered without regard to sex or minority status and recommend corrective measures where and when necessary;
- Conduct external surveys of the labor market for recruitment purposes and for establishing goals and timetables;
- Establish goals and timetables to correct past discriminatory patterns and practices;
- Review recruitment and selection procedures and practices and accelerate hiring women and minorities where deficiencies exist;
- Review the qualification of all employees to make certain every person is given full opportunity for transfer, promotion and tenure regardless of sex or minority status, instituting corrective measures if significant disparities appear;
- Review job classifications and specifications to purge language and other barriers that tend to discriminate on the basis of sex or minority status;
- Assure equal access to facilities for all employees or comparable facilities for both women and men;
- Develop measures to prevent retaliation or harassment to those who have been given positive consideration through affirmative action;
- Serve as liaison between the school district and community, organizations, contractors, vendors, and others concerned with equal employment;
- Develop close cooperation between programs and administrators;
- Develop career and/or training programs for upward mobility where such programs can be realistically implemented;
- Keep the Superintendent informed of the latest developments in equal employment areas relevant to federal and state laws, guidelines, and regulations;
- Report to the Superintendent where remedial action is indicated;
- Make recommendations to the Superintendent where and when necessary to be in full compliance with all federal and state laws in employment and to improve the school district's affirmative action program.

Issued: 11/20/03