

## **MULTI-CULTURAL COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The purpose of this position is to develop coordinate multi-cultural programs and services for school districts, staff members and community groups. The incumbent plans, organizes, implements and evaluates the delivery of services to promote awareness and understanding of cultural diversity among students K-12. The work is performed under the general supervision of a higher level supervisor. Performs related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates the development, implementation, presentation and evaluation of a multi-cultural intervention program;  
Serves as a role model to students;  
Provides technical assistance to schools to identify, intervention strategies for problems caused by multi-cultural diversity;  
Provides support for individual students, teachers within program area;  
Maintains accurate records of program and prepares program reports as required.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of factors contributing to problems with multi-cultural groups;  
Ability to express oneself clearly and concisely both orally and in writing;  
Ability to supervise the work of others and to evaluate their performance;  
Ability to secure confidence and cooperation of professional colleagues, social agencies, school districts, service organizations;  
Ability to plan and develop curricula to teach both professional employees and community action groups;  
Ability and confidence to make presentation to groups of professional colleagues students and parents;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- A) Completion of 120 semester credit hours from a regionally accredited or New York State registered college or university and 2 years paid or verifiable volunteer experience in human services, humanities or education; OR
- B) Completion of 60 semester credit hours from a regionally accredited of New York State registered college or university and 4 years paid or verifiable volunteer experience in human services, humanities or education or related; OR
- C) An equivalent combination of training and experience as indicated by the limits of A) and B) above