



**Job Title:** Elementary Student Affinity Group Advisor

**Reports To:** Site Administrator

## **JOB SUMMARY**

An Affinity Group is made up of people who share a common identifier, ie: race, gender, gender identity, sexual orientation, etc. Affinity members can speak from the “I” perspective about being a participant in that group which allows for an exploration of one’s own identity, a celebration of shared identity, and a safe place to discuss, and address some of the common challenges faced by members of the group. Each elementary school has one Affinity Group Advisor who fulfills two roles: 1) coordinate and facilitate one elementary student affinity group, including a minimum of one 45 minute meeting per month; and 2) support the facilitation of up to 3 other site student affinity groups; including meeting logistics, snacks and planning.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without a reasonable accommodation.*

### Professional Development

- In District:
  - Attend affinity group advisor orientation and professional development, including mentorship sessions
  - Quarterly collaboration meetings with other affinity group advisors
- Regional:
  - Attend monthly affinity group advisors PLC hosted by the SOESD

### Coordination

- Coordinate and facilitate monthly meetings for one elementary student affinity group
- Support the facilitation of other site affinity groups
  - Assist Administrator in identifying interested facilitators (other site staff or community members)
  - Conduct monthly debrief with facilitators and assist with any issues that arise
- Schedule meeting times and locations for all site student affinity groups in conjunction with family calendar and approval from site administrator.
  - Coordinate with site administrator to ensure an on-site emergency contact is available If meetings occur outside of school hours
  - If virtual location, set up calendar invites with Zoom link
- Coordinate participant invitations
  - Attain Power School list of potential student participants from site Administrator
  - Work with group facilitator to draft and send email and hard copy invites to potential student participants always using BCC and envelopes to ensure confidentiality
  - Invite new members via the networks of current group members
  - Working with Facilitators and with site Administrator oversight, be mindful of group membership and redefine who the group is for, if necessary
  - Keep confidential records of meeting attendance for each meeting including collecting attendance sheets from facilitators of other affinity groups at the school
- Manage materials
  - Each affinity group with a district-approved advisor or facilitator will receive funds to pay for snacks, materials, and activities. The advisor and facilitator(s) will plan for the year and stay within the allotted budget
  - Arrange purchases and orders for up to four affinity groups, complete reimbursement paperwork, and submit it to the site office manager
  - With Administrator oversight, review and vet any reading materials, video clips, etc before they are shared with groups

## Communication

- Collaborate with and support building affinity group facilitator(s)
- Without breaking confidentiality, work with the group facilitator, school administrator, and SOESD SOBASS/Indian Ed. Specialists, District Equity Director if needed, to communicate:
  - Building or district-level issues
  - Updates about the group
  - Need for support in facilitating group
  - Need for support in the group's collective action plans
  - Advocacy for the group in school and community settings
- Provide photos, updates, news of the existence, purpose, and accomplishments of the group to the Site Administrator for inclusion in school newsletters and website news.
- Share information with students about upcoming regional events hosted by the SOESD and SOU geared to each affinity group

## Facilitation

- In the initial meeting, lay out the purpose of the group, and create community agreements with participant input
- Structure the meeting as appropriate for grade level, time allotted, and expressed needs of the group
- Facilitate community-building and social-emotional well-being of the group
- Facilitate sharing of lived experience, invite group celebration and support
- Assist students in processing difficult topics, issues, and discussions
- Plan for collective action, utilizing district policy and practices, such as:
  - Hold an event for student participation within the larger school community
  - Share salient themes with a school administrator (without breaking confidentiality)
  - Other leadership projects as determined by the group
- Solicit feedback from group members via the SOESD satisfaction survey, and adjust accordingly. Submit survey results to the district and SOESD as part of ongoing applications to funding sources
- Work with Site Administrator and families to coordinate speakers to share with students at an affinity group meeting. If the speakers are not school district employees, they will need to complete the regular volunteer approval process
- Coordinate student participation in regional events hosted by the SOESD and SOU
- All elementary affinity groups can meet as often as desired but must meet for a minimum of 45 minutes each month

## **OTHER DUTIES AND RESPONSIBILITIES**

We believe that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the District's goals.

## **SUPERVISORY RESPONSIBILITIES**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Current employees of the Ashland School District are strongly preferred. If no current employee is able to lead an affinity group, a community member can be hired as an employee to fill this role
- Personally identify with the same affinity as students in the affinity group, or demonstrate a strong allyship for the particular affinity group.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others including understanding and being understood. While much of the work will be completed in an office environment, the employee will need to move between buildings, visiting sites throughout the district. This position requires use of a variety of digital systems, software, and hardware. This position may require some travel outside the district.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high depending upon activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to blood-borne pathogens.

## VALUES

The District is focused on eliminating systemic racism and its impact on student learning. ASD 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. Ashland Public Schools is an equal opportunity and affirmative action employer.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to relevant Collective Bargaining Agreement.

Prepared By: Ashland School District #5  
Reviewed By: Laurie Rooper

Adopted Date: October 2022  
Review Date:

I have read and understand this job description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_