



INCLUSIVITY COORDINATOR

Board Member

AVAILABILITY REQUIREMENT: Availability: Attend monthly board positions August through June.

The objective of this position is to help update current structures within our school foundation to support inclusive learning and uphold social change in accordance with our Inclusivity statement and beyond. This position will work closely with several positions besides the board members: newsletter editor, job coordinator, special events coordinator, teachers. As the school year progresses you may be working with additional jobs on an as- needed basis.

1. Send out a survey to all families at the beginning of the year.
 - a. Assess needs/interests. This can be something they would like to see more of in our school, something they would like to learn more about, etc.
 - b. Give options for possible discussion groups to gather interest input.
 - c. Explain the Featured Family of the Month
2. Work with the community/special events coordinator on how to create a more inclusive celebration at our school.
3. Work with the school organizer on ways/ideas to decorate our bulletin board.
4. Work with the teachers to ensure diverse literature is in the classroom for our children and recommend books that may be useful in the classroom.
5. Work with the newsletter editor on monthly newsletter's Conscious Corner and the Featured Family of the month.
 - a. Conscious Corner- identify a book or an article for families that may (but not limited to) correlate with a cultural, religious, celebration for the month, highlights or celebrates a race, culture, disability, or accommodation that a person may have.
 - b. Send out a survey in the beginning of the year asking families if they would be interested in being a Featured Family of the Month. These families should be comfortable sharing elements of their family life, culture and/ or abilities in order to shed light on our school's diversity, celebrate identity and spread awareness of our nuances as a community.
 - c. Gather information from the family and give to the Newsletter Editor each month.
6. Create a running record of ways to promote inclusivity within all of the jobs at Children and Company. Bring these suggestions and thoughts to monthly board meetings.
7. Create a running record of ways to update the classroom (with guidance from our teachers) to include more diversity and inclusivity in (including but not limited to) play props,



puzzles, costumes, music, bulletin board. Bring these suggestions to the board and discuss the implementation timeline and process.

8. Quarterly open dialogue: goal of 4 annually but, count is flexible and may take place in person or virtually.
 - a. August- book club (book title and description to be sent to families over the summer)
 - b. February- guest speaker
 - c. This can focus on topics that were found to be of high priority in your beginning of the year survey or based on a need that should be addressed within our school.
 - d. Guest speakers can be highlighted.
 - e. Identify articles or books that families may want to read before the discussion.
 - f. Offer possible points of discussion for the meeting.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of all receipts for all disbursement made on behalf of the school.