



## EXHIBIT C



**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