

**Equity Coordinator**  
**April, 1997**  
**Job Description**

Each Equity Coordinator shall:

1. Assist the building Principal on matters of harassment and harassment policy.
2. Function primarily as a coordinator for activities and programs that enhance and promote tolerance at their schools ( i.e., establish bulletin boards and assemblies that promote recognition of individual differences and respect of all individuals).
3. Promote and help to enforce the Wareham School Committee's Harassment Policy.
4. Assist staff and students on matters of harassment by clarifying issues of harassment raised by concerned individuals.
5. Assist in the lowest levels of incidents of harassment through a process of mediation (note: serious issues will be dealt with by the Principal).
6. Attend regional conferences to maintain awareness of current efforts in this area
7. Meet annually with colleagues to review policy.

The Equity Coordinator shall serve as the Principal's resource. He/She shall act as a reporter for the incidents brought to his/her attention. The Principal shall be responsible for determining the course of each reported case or investigation of harassment.