



DIRECTOR OF EQUITY, INCLUSION AND INSTRUCTION

Position Summary

This position coordinates the district's equity, inclusion and instruction work. This includes advising staff, overseeing professional learning opportunities, improving instruction, and partnering with the community to further the district's equity stance and goals. The primary goals of this position are to support the use of effective and culturally responsive instructional practices that ensure all students are successful, and to cultivate partnerships and resources that address the achievement and opportunity gaps facing historically underserved students.

Supervisory Relationship

This position reports to the Superintendent. This position provides organization-wide leadership and either directly or indirectly supervises exempt and non-exempt staff within the Instruction Department.

Essential Functions

1. Works collaboratively with District-level instructional leaders to support the use of culturally relevant pedagogy and practice.
2. Direct and evaluate the District equity priorities and school-based equity goals through an inclusionary lens.
3. Plans, guides and advises staff on diversity, equity and inclusion matters.
4. Evaluate instructional programs preK-12 through the lens of diversity, access, equity and inclusion.
5. Support curriculum development, ensuring equity and inclusivity in instructional materials and instruction.
6. Develops and provides training, professional development and coaching to improve cultural competence, instruction, and a climate of equity and inclusion.
7. Work with leadership team to support the growth and retention of a diverse district workforce.
8. Oversees the district's English Language Learner program.
9. Ensures compliance with all federal and state requirements, including writing Title III reports and grants.
10. Provides support to district-wide diversity efforts, student and staff affinity groups, and multicultural event programming.
11. Gathers, researches and analyzes data for use in reporting to meet federal and state requirements in the areas of equity, inclusion and instruction, English Language Development and dual language immersion.
12. Oversees compliance and development of policies and procedures related to equity, inclusion and instruction.
13. Stays abreast of advances in the area of diversity, improving equity, and best practices in instruction to support diverse learners, and prepares written materials (e.g. procedures, training modules and materials, protocols, reports, memos, letters, budgets, etc.).
14. Establish and maintain partnerships with community agencies and organizations.

15. Collaborate with culturally specific community organizations to create equitable and sustainable programs and practices.
16. Assure the efficient and economical use of all funds, materials, facilities, and time related to assigned services.
17. Facilitates the District Equity Team.
18. Provides administrative oversight to the school district's wraparound services supports to students and families.
19. Perform other duties and assume other responsibilities as assigned.

Required Knowledge, Skills and Abilities

1. Demonstrated knowledge of curriculum and instruction, including culturally responsive practices, inclusion and English Language Development.
2. Ability to evaluate instructional programs and teaching effectiveness and to interpret data.
3. Ability to relate effectively with the communities of color, students, and school staffs; ability to gain the trust of stakeholders with diverse backgrounds and establish credibility.
4. Ability to interact effectively with and provide guidance to staff, students, parents and community members and organizations.
5. Ability to lead and supervise licensed, professional and classified staff.
6. Proficient oral and written communication skills.
7. Demonstrated experience with program planning and oversight, and budget preparation and management.
8. Ability to manage multiple priorities, adapt to change, and meet timelines.
9. Ability to design and lead professional development.
10. Ability to use technology to support teaching and learning, curriculum development, staff training, student assessment, and program accountability.

Minimum Qualifications

Education

- Minimum of Master's degree in Education, Sociology, Ethnic Studies or related fields.
- Valid Professional Administrator's license required.

Experience

- Eight (8) years of education-related experience, as follows (preferred):
 - Five (5) years as a successful classroom teacher
 - Three (3) years building administrative/leadership experience
- Three (3) years of experience in a multicultural, multiethnic school/community environment, preferably as a teacher, instructional coach, or professional development specialist.
- Bilingual/Biliterate Spanish Skills preferred.

Work Environment

- Duties are performed in office, school, and community settings.
- Execution of responsibilities may require overtime work beyond the standard workday and workweek.

- Will need to drive to multiple work locations on a regular basis.

ADDITIONAL INFORMATION	
Employee Unit	Executive
Pay Grade	Director
Created by	Karen Hardin, Director of Human Resources
Approved by	Cydney Vandercar, Superintendent
Last Revised	May 30, 2021

This job description in no way states or implies that duties above are the only duties to be performed by this position. The administrator will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent and the Assistant Superintendent for Instruction.