

Chief Equity Officer

Purpose Statement

The job of Chief Equity Officer is done for the purpose/s of serving as a strong and vocal champion for equity, diversity and inclusion across all programs associated with the school district; working in close collaboration with district leaders, stakeholder groups within the district, and with external partners to shape, promote and implement the strategic plan; promoting a culture of inclusion and embracing differences in support of the district's strategic efforts to build a culture of equity and inclusion for all students, families, employees and the community; guiding efforts to define, assess, nurture, and cultivate diversity as an institutional and educational resource; providing direction and coordinating leadership to promote equity, diversity and inclusion throughout the school system through a cross-disciplinary approach.

This job reports to Superintendent

Essential Functions

- Collaborates with the Human Resources leadership to integrate diversity and equity into institutional employment and workplace practices, including in part, refinement of recruitment and hiring processes for the purpose of increasing diversity within the district workforce.
- Collaborates with district committees and key stakeholders to develop and sustain classroom practices for the purpose of maintaining high performance and eliminating the inequities associated with student achievement of under resourced and/or underrepresented student populations.
- Collaborates with the Director of Communications and Marketing for the purpose of ensuring districtwide communication reflects a commitment to equity, diversity and inclusion.
- Collaborates with the district leadership team for the purpose of ensuring curriculum is equitable, unbiased and reflective of diversity.
- Coordinates internal and external resources, funds and outreach to community partners for the purpose of helping support equity, diversity and inclusion work.
- Designs and coordinates ongoing professional development in the areas of equity, diversity, inclusion and social justice for the purpose of educating leaders, teachers and support staff.
- Develops and implements strategies for the purpose of monitoring and evaluating districtwide progress toward eliminating the achievement disparities among students of all racial and economic groups.
- Develops, implements and monitors programs and processes for the purpose of promoting and sustaining equity, diversity and inclusion across the district.
- Leads the implementation of the identified strategies for equity, diversity and inclusion, including reviewing the progress made to date and developing and implementing subsequent phases of system-wide strategic work for the purpose of achieving districtwide equity, diversity and inclusion.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Provides assistance, coaching and consultation to individuals, employees and groups for the purpose of addressing equity and cultural consciousness/competence.
- Researches, reads key publications, and networks with topic experts for the purpose of staying current with the scholarship, pedagogy and theoretical underpinnings of equity education and cultural consciousness/competence, as well as efforts taking place at the local, state, and national levels.

- Solicits feedback and supports efforts of parent and community groups for the purpose of advocating for traditionally underserved and/or under resourced students.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; curriculum adoption process; program planning and development; concepts of grammar and punctuation; and principles of best teaching practices and learning styles.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; determining the use of funds. utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 10% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Masters degree in job-related area.

Equivalency: 3-5 years as a principal and earned doctorate is a preferred qualification.

Required Testing:

Certificates and Licenses

Applicable DESE Required Certification

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

7/1/2020

Salary Grade

Administrator M (13)

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the

incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.