

DIRECTOR FOR EQUITY AFFAIRS

GENERAL RESPONSIBILITIES

Under the direction of the Chief Schools Officer, the Director is responsible for developing and implementing short and long range cultural diversity plans; planning, directing and monitoring programs and processes that promote and sustain diversity, equity and respect; and achieving the division's strategic goals and objectives related to diversity in support of the Superintendent and School Board.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as the VBCPS Ombudsman or point of contact for employee and parent concerns regarding cultural diversity, diversity recommendations, issues of equity, and suggestions.
- Establish working relationships with community organizations to promote the division's equity initiatives.
- Assist in the development and implementation of procedures to assess the needs of diverse populations in the school community which includes students and employees.
- Coordinate and develop effective communication strategies to enhance and support cultural diversity and issues of equity.
- Collaborate with the Department of Teaching and Learning in the development of programs and curricula involving School Board goals and initiatives related to academic performance of minority students.
- Collaborate with the Department of Human Resources in the development of strategies for recruitment and retention of a diverse workforce.
- Collaborate with the Office of Professional Growth and Innovation to identify training in support of the division's equity efforts.
- Serve as a coach and trainer for students, parents, and employees in relation to cultural diversity and equity affairs.
- Serve as the chairperson of the division's Diversity Task Force Committee.
- Serve as a resource and/or point of contact for the development of celebrations and recognition activities of diversity related events throughout the division.
- Assist in monitoring, measuring and assessing programs related to the division's progress toward achieving its diversity goals; and recommend changes or new programs that would benefit diversity initiatives.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of issues relating to diversity, cultural proficiency, recruitment, and equity affairs; knowledge of local, state and federal laws related to schools, employment and protected classes; demonstrated experience developing and managing internal and external diversity communications; ability to work with diverse populations within the organization and the community; strong written and oral communication skills; ability to manage thoughtfully the personal, political and organizational dynamics related to equity issues within VBCPS; ability to analyze facts and present recommendations effectively in oral and written form; and above all, a personal interest and commitment to diversity, multiculturalism, and issues of equity; the Director must have a capacity for teamwork and for developing sensitive working relationships with students, potential employees, and faculty, staff, and members of the community; the Director also must be a self-starter, possess strong project management skills, and demonstrate a deep concern and compassion for people.

EDUCATION AND EXPERIENCE

Master's Degree in education or related field required. A minimum of three (3) years of successful experience in planning, developing, implementing and evaluating, equity programs in K-12 public schools and at least three years of successful classroom experience preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 7/08, 7/15
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