



DIRECTOR OF DIVERSITY, EQUITY & INCLUSION

Classification: Director III

Location: District Office

Reports to: Deputy Superintendent

FLSA Status: Exempt

Employee Group: EASA

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

The Director of Diversity, Equity and Inclusion (DEI) participates in the development, implementation, and assessment of the District's efforts to build a culture of equity and access for all students, families, and employees. The Director helps execute a vision and strategy that fosters the importance and value of a diverse and inclusive educational and organizational environment.

Part II: Supervision

The Director reports to the Deputy Superintendent who provides program direction and guidance and assigns specific responsibilities and projects. The Director is expected to perform assigned responsibilities with self-initiative within the guidance provided by the Regional Superintendent. The Director keeps the Deputy Superintendent advised of progress and the need to address major issues or concerns.

Work is evaluated based on success in carrying out assigned responsibilities and the ability to recognize significant problems and issues and engage appropriate leaders in effectively and timely addressing of the issues.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Participates in the development of programs and activities to address diversity, equity, and inclusion for students and staff. Collaborates with district and building staff to implement and monitor programs designed to ensure fair and equitable treatment of students and staff. Assists the Regional Superintendent in the develop of equity policies and regulations.
2. Engages students and staff to build a welcoming and inclusive culture throughout the District. Participates in training and professional development initiatives on cultural competency, gender differences, disability, discrimination and other topics designed to



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increase awareness and support of equity and access values and maintaining compliance with policies, statutes and laws.

3. Communicates and interacts with supervisory/administrator staff, employees, and students. Represents, or participates with, the Deputy Superintendent with community and ethnic/cultural groups, civic and grass-root organizations. May represent the Deputy Superintendent in meetings and events with representatives of State and local government agencies.
4. Gathers, researches and analyzes data for use in statistical calculations and reporting in order to assess program success and meet federal and state reporting requirements.
5. Participates in district recruitment. Works with Human Resources to develop and execute recruitment strategies that attract underrepresented candidates.
6. Stays abreast of legislation, regulations, and policies that are related to and impact equity and access. Participates in the analysis of such initiatives and the identification of District responses.
7. Conducts professional learning and develops communications related to equity and access at district level; builds capacity in school site-based teams to lead professional learning where equitable practices are embedded.
8. Participates on Superintendent's Equity & Access Advisory Council meetings.
9. Develops, disseminates, communicates, and explains District policies and regulations on equity and access.
10. Searches for, develops, and submits proposals for grants and education opportunity resources.
11. Supports student leadership events and advocacy (e.g., social justice and equity conferences; club formation and advancement).
12. Works collaboratively with certificated and classified staff in leading or participating in equity-based training as it pertains to certification requirements.
13. Performs other duties as assigned.



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Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree or its equivalent in communication, sociology, human resources, education, public policy, or other directly related field.
3. Three or more years of progressive responsible experience performing duties similar or related to the above duties and responsibilities, particularly in the areas of equity, diversity, and inclusion issues and providing culturally responsive service and teaching.
4. Collaborate with curriculum and instruction staff to ensure curriculum that is equitable, unbiased, and reflective of the District's diversity.
5. Ability and skill in effective interviewing, coaching, and evaluation techniques.
6. Ability to organize and facilitate working groups and teams and move them towards agreement and closure.
7. Employee must maintain a valid Washington state driver's license.
8. Knowledge and experience leading systemwide professional learning.
9. Organizational skills to carryout work schedules, respond to priorities, and manage multiple tasks and issues simultaneously.
10. Excellent collaborative and interpersonal skills and ability to communicate effectively in multiple venues/modalities.

Part V: Desired Qualifications

1. Master's degree preferred.
2. Experience as a professional, certified teacher in a multicultural and at-risk school environment.

Part VI: Physical and Environmental Requirements

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this job, the employee is frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear and speak.

Employee is required to perform extensive work at a computer display terminal for extended periods of time. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.