

Director, Equity in Education**Purpose Statement**

The job of Director, Equity in Education is done for the purpose/s of directing, planning, and coordinating the agency's racial equity services that support closing the opportunity gap in the PSESD region; providing leadership through the design, development and implementation of systems and professional development programs for districts and PSESD staff.

This job reports to Executive Director, Equity in Education

Essential Functions

- Analyzes a variety of data and information for the purpose of identifying research-based strategies, developing processes, and/or recommending action plans.
- Develops long-range and short-range plans, programs, and strategies (e.g. Drug Free Community Grant, E&I Advisory Committee, etc.) for the purpose of delivering services in conformance with agency/program goals and addressing the needs of diverse student and staff populations.
- Embodies the principles and practices that form our culture and commitment to becoming an Antiracist Multicultural Organization for the purpose of meeting the Agency's END: Success for Each Child and Eliminating the Opportunity Gap by Leading with Racial Equity.
- Facilitates a wide variety of internal and external workshops and meetings (e.g. Leadership Cohort, Equity and Inclusion Advisory Committee, District Council, etc.) for the purpose of assisting districts and staff in addressing and implementing equitable and inclusive practices.
- Maintains a variety of manual and electronic documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance with ESD, state and federal regulations, and/or grant requirements.
- Monitors assigned activities and/or program components (e.g. grants, professional development, budget, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Oversees and provides leadership in the organization, planning implementation and coordination of agency-wide efforts (e.g. Multi-Cultural Organization framework, Equity & Inclusion Advisory Committee, Leadership Cohorts, cultural competency, etc.) for the purpose of ensuring outcomes are delivered in conformance with established goals and agency guidelines.
- Participates in meetings, workshops and seminars (e.g. state and regional committees and conferences, workshops, orientations, etc.) for the purpose of conveying/gathering information required to perform job functions and/or maintaining relationships with other agencies.
- Prepares a variety of materials (e.g. training modules, workshops, presentations, etc.) for the purpose of documenting activities, providing reference and/or conveying information in support of agency/program goals.
- Provides technical expertise to staff, volunteers, committee members, district personnel (e.g. policies and procedures, equitable practices, Opportunity Gap, disproportionality in special education, etc.) for the purpose of developing infrastructure, programs, and activities to achieve agency and program goals.
- Provides leadership and training in the development of action plans and the adoption of research-based strategies for the purpose of addressing the needs of diverse student and staff populations.

- Researches a wide variety of topics (e.g. funding options, best practices, grant requirements, etc.) for the purpose of securing alternate funding for services and/or delivering services compliant with ESD, state and federal requirements.
- Responds to a wide variety of inquiries of staff, district personnel, and other professional organizations (e.g. cultural competency, equity issues, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Other Functions

- Assist other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

ABILITY is required to schedule a number of activities, meetings, and/or events; often 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; work with 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 a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data 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:

AGENCY-WIDE COMPETENCIES

CULTURAL PROFICIENCY: Articulates and applies historical context of racism and understands the current reality of students and communities of color in order to support racial equity. Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities to meet the Agency's END and goal of becoming an Antiracist Multicultural Organization in support of eliminating the opportunity gap.

RACIAL EQUITY ADVOCATE: Recognizes, supports, and engages in dismantling institutional racism. Partners with, and is accountable to stakeholders, including children, families, and communities of color.

RACIAL EQUITY MINDSET: Demonstrates awareness of biases, internalized racial superiority and oppression. Leads with a racial equity lens and actively uses the racial equity tool in meaningful ways.

TRANSFORMATIONAL VALUES: Contributes to valuable and positive, antiracist transformation in individuals, organizations, and social systems in an effort to actively progress across the antiracist multicultural institution continuum. Is able to foster a sense of community and shared purpose via collaboration and cooperation with others inside and outside PSESD. Embodies the principles and practices that form the Agency's culture. Operates from an abundance mentality that recognizes opportunities, and is optimistic and realistic about the future.

JOB-SPECIFIC COMPETENCIES

CONTINUOUS IMPROVEMENT OF PROGRAMS AND SYSTEMS: Collaborates with stakeholders to identify, recommend and implement improvements to Agency programs, services and processes.

INNOVATION AND CREATIVITY: Generates unique methods, ideas, insights, and connections that challenge the status quo to expand possibilities.

INSPIRING OTHERS AND BUILDING COMMITMENT: Inspires excitement for mission and vision and builds stakeholder commitment toward common goals.

PROFESSIONAL DEVELOPMENT FACILITATION: Sharing knowledge and expertise with the goal of improving professional skills and knowledge through adult learning programs.

SYSTEMS THINKING: Sees the integral, complex relationships of interconnected systems that need to work together for the whole to function successfully. Events and actions are seen in detail and in the larger context of a pattern that unfolds over time.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired

Education: Bachelor's degree in job-related area

Equivalency:

Required Testing

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Education / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

4/20/2011

Salary Grade