



FAIRFIELD PUBLIC SCHOOLS

PROGRAM DIRECTOR – DIVERSITY, EQUITY AND INCLUSION

MINIMUM QUALIFICATIONS

- Required: Intermediate Administrator and Supervisor Certificate (#092) or eligibility for 092.
- Minimum of five years of successful experience in education.

CONTRACT

- Twelve-month assignment

POSITION SUMMARY

The Diversity, Equity, and Inclusion (DEI) Program Director position serves as a coordinator and liaison between and among the Fairfield Public Schools and its staff, the town of Fairfield, and state and national agencies and organizations. The Program Director will provide leadership in systemic equity and instructional practice. The main function of the position is to foster the academic and social/emotional growth of all students through the promotion of a culture of community, diversity and inclusion, and support students and staff to address issues and opportunities of equity that impact student learning.

Reports directly to the Superintendent of Schools. Collaborates with the district administrators to identify existing barriers and strategies to assure a diverse and culturally proficient workforce.

MAJOR RESPONSIBILITIES

Curriculum, Instruction & Assessment

- Collaborate with school and district leadership in identifying, supporting, and improving the academic and social/emotional growth of all students using data, classroom and school observations, and consultation.
- Identify practices in classroom instructional practices that contribute to disproportionate outcomes for historically underrepresented youth for the purpose of providing recommendations and support to building administrators, instructional coaches and classroom instructors.
- Investigate and recommend alternative programming options for students at risk of failure and/or not graduating.
- Develop sustainable practices that work to maintain high achievement and eliminate the racial and economic predictability and disproportionality that occupy the lowest and highest achievement categories.

- Serve as coordinator and liaison to School Improvement Teams as they build support for improvement plans based on aggregated achievement and behavior data.
- Convene and facilitate equity committees to assist with cultivating district-wide expertise to eliminate achievement and equity gaps, and develop proactive ways of building a more equitable system.
- Serve as a coordinator and liaison with the higher education institutions, municipalities and community organizations to enable systems of support for all students.

Stakeholder Engagement

- Collaborate with community and district stakeholders to develop, implement and monitor programs designed to ensure fair and equitable treatment of individuals.
- Serve as a coordinator and liaison to develop mutually beneficial relationships and partnerships with community organizations that surround issues of equity.
- Facilitate opportunities for student voice in matters related to diversity, equity, and inclusion.
- Provide assistance, advice, coaching and consultation to schools, community, organizations and local government on the diverse needs of students within the Fairfield Public Schools as well as policies and practices from the lens of diversity and equity.
- Assist in improving community-wide engagement with diverse populations.
- Respond to issues and inquiries from district staff, students, and parents regarding educational equity for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

Planning, Policies & Procedures

- Review and recommend policies, regulations and procedures that address issues of diversity, equity, and inclusion.
- Develop, implement and monitor programs and processes that promote and sustain diversity and equity.
- Coordinate data collection, entry, and reporting processes relative to equity work and practices. Use data to monitor and report progress in areas impacted by disproportionality.
- Serve as lead investigator for Title VI complaints.
- Assist in pursuing grant opportunities in the area of diversity, equity, and inclusion.
- Monitor budget and financial activities for grant funding.
- Research topics required to maintain the integrity of the equity work (e.g. relevant policies, new federal and state statutes, financial resources, etc.) for the purpose of developing new programs/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.

Professional Development

- Design, coordinate, and/or facilitate diversity and equity workshops, presentations, learning opportunities and other strategies that promote diversity, equity and inclusion.
- Facilitate the delivery of professional development related to cultural competency and anti-bias training for certified and non-certified staff.
- Collaborate with district administration in bolstering their racial equity leadership, collaboration approaches and communication to ensure all employees fulfill their roles as leaders for racial equity.
- Coordinate and collaborate with district administrators to ensure attention to issues of intersectionality across all initiatives.

ADDITIONAL JOB FUNCTIONS:

- Assist in annual report production, including the district improvement plan, relative to student growth, interventions, and equity data.
- Assess and monitor program effectiveness and keep administration informed of equal opportunity progress and issues through periodic reports.
- Support school staff to implement family engagement initiatives including family listening sessions.
- Provide analysis of legislation and regulations related to equity and Title IX; and make recommendations to the Executive Directors and Board of Education on district policy and practice.
- Work with diversity, equity, and inclusion-related advisory and action committees on strategies that promote alignment of plans across schools and levels.
- Assist Executive Director of Personnel and Legal Services in identifying and participating in recruitment opportunities to attract a more diverse pool of candidates for all job openings.
- Mediate equity complaints.
- Perform other duties as assigned.

This description is designed to assist in evaluating various classes of responsibilities, skills and working conditions. It illustrates tasks and levels of work difficulty required of positions given this classification. It is not intended to limit or modify the right of any supervisors to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

SKILLS, KNOWLEDGE AND ABILITIES:

- Excellent verbal and written communication skills.
- Ability to establish and maintain positive relationships with staff, students, and community.
- Demonstrated cultural competency and ability to work with diverse groups of people.
- Experience in facilitating group discussions.
- Demonstrated skills in organizing ideas.
- Ability to identify problems and their resolutions.
- Demonstrates sound judgement, social competency, adaptability, self-confidence, emotional maturity, initiative, enthusiasm and resourcefulness, as well as dedication to duty.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- The person in this position needs to be able to move about the community and attend meetings outside of the office.
- Travel to various work locations is required.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- The person in this position must be able to operate a computer and other office equipment such as a copy machine and computer printer.

- The person in this position must be able to converse with stakeholders and must be able to exchange accurate information with such individuals.
- Ability to perform light physical work, frequently lifting up to ten pounds without assistance in an indoor setting.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, possessing the manual dexterity necessary to operate business related equipment, and handling work with various materials and objects are important aspects of this job.