

**Chief of Diversity, Equity, and Inclusion**  
**New Hanover County Schools**

**Job Description**

**Class:** Administrative  
**Divisions:** Office of the Superintendent

**TITLE:** Chief of Diversity, Equity, and Inclusion

**QUALIFICATIONS:**

1. Master's degree in communication, HR organizational development or another business-related field.
2. Ten or more years of diversity leadership experience, or any equivalent combination of training and experience which provides the required combination of knowledge, skills and abilities.
3. Valid NC driver's license.
4. Other qualifications as the Superintendent and Board may find appropriate.

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To provide strategic direction of the Superintendent's and School Board's diversity, equity, and inclusion plan and its multiple components. Responsible for setting the strategic direction, recommending, developing, implementing and managing all aspects of this strategy. Works closely with the Assistant Superintendent of Human Resources to provide insight, resources, tools and actions to advance diversity, equity, and inclusion goals within the context of HR strategic goals.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with local, state and federal regulations pertaining to diversity and inclusion practices.
2. Assess, develop, implement and assess the NHCS diversity, equity, and inclusion strategic plan with demonstratable and measurable results. These include alignment of internal human resources policies and practices with the NHCS diversity and inclusion goals.
3. Collaborates effectively with the Superintendent and Assistant Superintendent of Human Resources to provide guidance and assistance in meeting NHCS diversity, equity, and inclusion goals and objectives.
4. Provides guidance, direction and serves as the chief spokesperson and division

representative on matters of diversity, equity, and inclusion to the Superintendent and all organizational departments.

5. Collaborates with NHCS' Chief Communication Officer and Communications department to ensure alignment of diversity, equity, and inclusion strategy in district communications.
6. Provides leadership in the development of diversity, equity, and inclusion conferences, workshops, research and publications projects, consultation, and support for diversity and inclusion council meetings, work groups and projects; provides personal leadership to related initiatives.
7. Collaborates with the Assistant Superintendent of HR to advance diversity, equity, and inclusion retention strategies to develop a high performing, diverse NHCS workforce.
8. Proposes and leads in the creation of new programs in response to various NHCS survey data and stakeholder input.
9. Develops and annual diversity report for the Board of Education, Superintendent and the public.
10. Works closely with other cabinet members, especially the Assistant Superintendent of Human Resources, Chief Financial Officer, and other departments that include Student Services and Instruction.
11. Serves on committees and workgroups related to diversity, equity, and inclusion.
12. Perform other duties and responsibilities as requested by the Superintendent.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve-month work year/At Will/FLSA Exempt

**Starting Salary and/or Grade:** SA VII

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, central office staff and the community at-large.

- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved programs, services and activities related to student support and safety services.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs and Google Suite.
- Thorough knowledge of the established school system long-term suspension hearing process, including procedures for appeals.
- Considerable knowledge of state and local policies and procedures regarding the administration of security and school safety programs including (OSHA) Occupational Safety and Health Administration Regulations.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.