



# PERSONNEL BULLETIN FOR THE 2023-2024 SCHOOL YEAR:

## Director of Diversity, Equity, Inclusion, and Special Programs

The Director of Diversity, Equity, Inclusion, and Special Programs reports to the two Assistant Superintendents for Curriculum and Instruction (Elementary and Secondary) and works with staff at all levels to train, develop and implement strategies and procedures to advance organizational change, foster a positive and inclusive work environment for everyone, and ensure that diversity, equity and inclusion considerations are incorporated in the decision-making processes. The director will oversee the K-12 family and community engagement initiatives. The director will provide professional development to faculty for diversity, equity, and inclusion, which is aligned to the district's initiatives and strategic plan. The director will challenge practitioners, students and families with high standards and high expectations, to ensure preparation for college and careers in a multilingual/multicultural global society and perform any other duties assigned by the Assistant Superintendents for Curriculum and Instruction (Elementary and Secondary).

### **Responsibilities include, but are not limited to:**

- Work diagonally across the organization to provide input about policy/practices from an equity lens.
- Assist in the analysis of outcomes and performance measures from an equity-lens and use this information to guide improvements in outreach, service delivery, and meeting our mission.
- Provide regular updates on diversity, equity and inclusion activities and progress across the organization, including all staff, leadership, and board meetings.
- Consult with program teams to determine needs and provide guidance for the design of diversity-based solutions that align with program objectives.
- Proactively build and maintain community partnerships and manage the seamless integration of equity initiatives among the families, staff, students, community members, and partners.
- Develop initiatives to advance the organizational culture into one of inclusivity, equity, and diversity.
- Supervise and evaluate teachers and support staff.
- Develop and monitor budgets related to family/community engagement initiatives and DEI initiatives.
- Collaborate with Directors and Principals on the needs of schools/programs for funding support of family/community engagement and DEI initiatives.
- Develop and monitor budgets related to family/community engagement initiatives and DEI initiatives.
- Collaborate with Directors and Principals on the needs of schools/programs for funding support of DEI initiatives.
- Provide opportunities for staff to attend workshops, institutes, and professional development for DEI initiatives.
- Plan, coordinate, and present parent workshops, per regulations.
- Support and attend community activities.
- Any other responsibilities assigned by the Superintendent of Schools and/or the Assistant Superintendents for Curriculum and Instruction (Elementary and Secondary).

### **Interested candidates must possess:**

- Current and valid New York State District Leader Certification and/or New York State School District Administrator Certification.
- Master's Degree required; Doctorate preferred.
- At least five years of successful teaching experience required with tenure conferred.
- Certificate of completion of a Diversity, Equity, and Inclusion program.
- Experience in family and community engagement.

### **Salary and Benefits:**

- As per the Westbury Association of Administrators and Supervisor Contract.



# WESTBURY

UNION FREE SCHOOL DISTRICT

**Dr. Tahira DuPreé Chase**

Superintendent of Schools

2 Hitchcock Lane, Westbury, NY 11568

P: (516) 874-1935

E: [hr@westburyschools.org](mailto:hr@westburyschools.org)

## INTERESTED APPLICANTS:

Please submit a cover letter and resume to [www.OLASjobs.org](http://www.OLASjobs.org) by the end of the day on

**Monday, June 12, 2023.**

Westbury Union Free School District is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, religion, sex, sexual orientation, gender expression, disability, or age.

*It is the obligation of the Westbury Union Free School District to embrace the diversity within our District, while actively eliminating practices that perpetuate the disparities among our students, so that all students can benefit. The WUFSD is a community that ensures equitable access to a world class education, unleashing the potential of every student. The WUFSD focuses on the individual and unique needs of each student.*

PLEASE REMOVE AFTER MONDAY, JUNE 12, 2023.