



Job Description
Prepared/Revised: April 2022

Job Title: **Executive Director-Equity and Engagement**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **3116**
 FLSA Status: **Exempt**
 Pay Range: **L24**

SUMMARY: Leads, facilitates, and supports equity, diversity and inclusive practices in all strategic work across the district as a member of the Superintendent's Cabinet, reporting to the Deputy Superintendent. Responsible for collaborating to support the implementation of equitable practices in the District's teaching and learning, student/parent/family engagement, student discipline, and human resources efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Lead and build districtwide capacity in the development, implementation, and evaluation of equitable and inclusive practices and the integration of equity into district instruction, curriculum, assessment, staff development, student discipline, student/family engagement, and	D	40%
2. Lead and respond to district equity review results through the creation of a multi-year strategic plan to significantly enhance the sense of diversity, equity, engagement and a sense of belonging in the Adams 12 community. Chief amongst these strategies is to engage the Five Star community in an ongoing dialogue on defining a diverse and inclusive community. Effectively integrate this plan with the district's strategic plan.	W	15%
3. Advise and serve in a consultant role to the Board of Education, Superintendent, Cabinet and Senior Leadership to bolster their racial equity leadership and provide collaborative approaches and communications to ensure all employees fulfill their roles as leaders for racial equity. Advance and sustain organizational leadership that promotes racial./cultural and linguistic equity through policy, practices and allocated resources.	D W	15% 5%
4. Provide leadership development training and development opportunities to grow the number of leaders of color at all levels within the organization. Mentor aspiring and existing leaders of color.	W	15%
5. Serve as a district liaison and representative at various internal and external functions as appropriate and needed.	M	10%
6. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's Degree plus additional coursework required in an area relevant to the position including Leadership and/or curriculum, standards, Language Acquisition/Instruction, English as a Second Language or related field
- Five years of administrative leadership experience required.
- Equivalent combination of education and experience accepted

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent facilitation skills.
- Critical thinking and problem solving skills.
- Presentation skills.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Personal computer and keyboarding skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Working knowledge of district software required within three months of entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Deputy Superintendent	30901

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Coordinator-Equity and Engagement	1	3117
	Coordinator, Title & Family Partnerships	1	4091
	Equity & Engagement Partner	1	1062

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers, to handle and/or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			x	
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	