

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: September 21, 2022

Salary Schedule: 150; Row: 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: DIRECTOR – DIVERSITY, EQUITY & INCLUSION

JOB PURPOSE STATEMENT: Under the supervision of the Superintendent and/or designee, the Director of Diversity, Equity & Inclusion will provide strategic leadership in building the capacity of stakeholders to advance district-wide goals, initiatives, and programs relative to diversity, equity, and inclusion; will provide consultation, planning, training, guidance and resources related to diversity, equity, and inclusion at the site levels; will oversee, plan, administer and implement inclusion programs and trainings district-wide; will assist the Superintendent and/or designee with the alignment of all diversity, equity, and inclusion needs throughout the district; will actively participate and provide leadership for the district; will supervise and evaluate assigned staff.

JOB FUNCTIONS:

- Assist the Superintendent and/or designee in developing, implementing, monitoring, and evaluating all district operational expectations related to diversity, equity, and inclusion.
- Assist the Superintendent and/or designee with the planning, organization, preparation, implementation, and monitoring of educational and extracurricular experiences that will value and celebrate diversity, as well as ensure equity and inclusion, throughout the district.
- Assist school site administrators with the planning, implementation, monitoring, and evaluation of diversity, equity, and inclusion programs at each school site.
- Assist with the recruitment and provides training, guidance, and support for school site employees designated to implement diversity, equity, and inclusion at school sites.
- Assists in the planning, organization, implementation, and facilitation of the district's Equity Team as directed by the Superintendent and/or designee.
- Promote and support family engagement by attending and participating in parent meetings designed to support underrepresented students (such as, but not limited to, AAPAC, DELAC, and Family Engagement Center events).
- Attend and participate in district-wide and/or school site administrator meetings as

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assigned.

- Assist in the development of the Local Control Accountability Plan (LCAP) and other programs/projects to ensure the incorporation of the needs of underrepresented student populations.
- Visit classes and school sites on a regular basis to monitor the effectiveness of anti-racism and unconscious bias programs; provide assistance and follow up guidance, support and/or training when needed.
- Develop grant proposals to secure additional financial resources to support diversity, equity, and inclusion programs.
- Prepare and deliver oral and written reports, recommendations and presentations to the Board of Education, teachers, management, committees, parents and other stakeholders regarding diversity, equity, and inclusion programs.
- Keep informed of current laws, regulations and programs regarding diversity and racial equity by attending meetings, conferences and workshops and by reading current professional publications; keep the Superintendent and/or designee, Directors, Principals, Coordinators and Teachers informed of trends and changes.
- Assist the Human Resources Department with the recruitment of a diverse workforce; assist with the development and implementation of a pipeline to recruit, select, and retain a diverse workforce.
- Actively seeks to promote the value of diversity, equity, and inclusion with all stakeholders and community.
- Develop training and professional development opportunities that transform district cultures, behaviors, and practices to create and promote a more inclusive culture in which differences are valued and celebrated and ensure academic and social success for all students.
- Assists district leaders to design, plan, and implement comprehensive and targeted responses to issues of equity and inclusion.
- Assists school districts in establishing goals, priorities, processes, and monitoring systems to evaluate the effectiveness of their equity and inclusion initiatives.
- Leads and coordinates collaboration with district leaders to analyze qualitative and quantitative data to support identification of strengths and weaknesses of diversity, equity, and inclusion initiatives in order to evaluate effectiveness.
- Collaborate with Human Resources administration for the purpose of identifying existing barriers and strategies to assure a diverse and culturally proficient workforce.
- Collaborate with Educational Services to coordinate and design professional development opportunities that are aligned with the District and site diversity, equity, and inclusion goals.

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- Consult and guide school administration on responses to acts of racism and discrimination.
- Monitors, analyzes, and interprets disaggregated student achievement data results and data reports to inform programs for student groups that are disproportionately represented in academic and/or discipline data.
- Reviews and provides oversight for district-wide policies regarding non-discrimination, sexual harassment prevention, Title IX compliance and ADA.
- Assists the Title IX coordinator with the District's obligations under Title IX including coordinating and investigating complaints and grievance processes received pursuant to Title IX and its implementing regulations.
- Assures fair and consistent application and interpretation of district policies and/or state, federal and local regulations.
- Collaborates with district and sites to ensure student policies are equitable, unbiased, and reflective of the district's diversity.
- Keeps informed of current trends in the operation of diversity, equity, and inclusion, public education and other pertinent areas, such as federal, state and local laws and District regulations, policies and procedures.
- Supervise and evaluate assigned staff.
- Performs other related duties as assigned.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds) and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

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JOB QUALIFICATIONS:

Education:

- Master's Degree required

Experience:

- Five (5) or more years of successful teaching experience, secondary-level preferred.
- Three (3) or more years of successful administrative experience, secondary-level preferred.
- Demonstrated expertise in curriculum/instructional leadership
- Demonstrated expertise in personnel supervision and community relations

Credential and Licenses

- Eligible to apply for or holds a valid California Administrative Services and appropriate teaching/certificated credential (s)
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position