

## Executive Director of Diversity, Equity, and Inclusion

<b>DEPARTMENT:</b>	Superintendent	<b>REPORTS TO:</b>	Superintendent
<b>WORK SCHEDULE:</b>	12 months	<b>COMPENSATION:</b>	Administrative Salary Schedule
<b>FULL/PART TIME:</b>	Full time	<b>FLSA STATUS:</b>	Exempt

### Position Description

Responsible for overseeing the implementation for all aspects of diversity, equity, and inclusion (DEI) serving the educational needs of the students, staff, and community. Focus on equitable outcomes for students and equitable experiences for staff and families. Lead and report on implementation of the district Educational Equity Task Force Report and lead district- and building-level educational equity groups. Serve as district liaison to various equity groups and organizations, performing a significant level of customer service and acting as a representative of the district. Handle sensitive and confidential information on a routine basis, protecting the privacy of students and staff.

Task Title	Essential Job Functions	Percent of Time Spent
Leadership and Management of District DEI Priorities	<ul style="list-style-type: none"> <li>Lead and facilitate implementation of the objectives contained in the Kirkwood School District Task Force Report, including facilitation and leadership of the Kirkwood School District Educational Equity Task Force.</li> <li>Provide updates and reporting related to the recommendations of the report and task force.</li> <li>Collect, analyze, and report qualitative and quantitative data around culture and climate in the district.</li> <li>Report to the district administration and board of education on matters of DEI.</li> <li>Work collaboratively with the offices of the Superintendent, Human Resources, Curriculum and Instruction, Business and Finance, Student Services, and Community Relations and Development to monitor and improve the effectiveness of the district's DEI work.</li> <li>Provide professional development opportunities for students, staff, and community members.</li> </ul>	50%
Administration of District and Building Equity Groups and Processes	<ul style="list-style-type: none"> <li>Provide leadership for and facilitate district-level educational equity groups.</li> <li>Provide support to build-level educational equity groups and serve as district administrative liaison to these groups. Work closely with building leaders to ensure that equitable practices are being exercised in all buildings.</li> <li>Provide updates and reporting to district leadership.</li> </ul>	20%
Administration of KTOC	<ul style="list-style-type: none"> <li>Serve as the facilitator of and administrative liaison to The Kirkwood Teachers of Color (KTOC).</li> <li>Provide updates and reporting related to KTOC.</li> </ul>	10%

Task Title	Essential Job Functions	Percent of Time Spent
Community and Stakeholder DEI Liaison	<ul style="list-style-type: none"> <li>● Act as a voice, an advocate, and a visionary for equity across the district and community.</li> <li>● Serve as district liaison to community-based equity groups.</li> <li>● Serve as district liaison to students, staff, families, and district stakeholders on matters related to DEI.</li> </ul>	10%
District Leadership Collaboration	<ul style="list-style-type: none"> <li>● Provide leadership and facilitate implementation of the Kirkwood School District Strategic Plan.</li> <li>● Assist in the development and implementation of board policies and directives.</li> <li>● Carry out duties and responsibilities as outlined by district policies and procedures.</li> </ul>	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

**Supervisory Responsibilities**

- **Supervisory Responsibility:** One or more employees including the Kirkwood Teachers of Color liaisons
- **Supervisory Activities:** Budgeting/Staff allocation, Developing or coaching, Evaluating Performance, Hiring, Investigating, Orienting or Onboarding, Scheduling, Terminating, Training, Approving timecards or time off requests,
- **Budget Signing Authority:** \$70,000
- **Decision-making Authority:** Decisions impact the entire district

**Qualifications**

**Required**

- **Education:** Master’s degree in educational administration, educational leadership, or a related degree
- **Previous Work-Related Experience:** 3 or more years of experience in education or leading DEI programs.
- Valid Missouri driver’s license

**Preferred**

- **Licensure:** Missouri administrator certificate

**Knowledge & Skills**

**Knowledge**

- **Basic:**
  - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
- **Intermediate:**
  - Administrative: Administrative and office procedures, functions and basic office tasks,
  - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
- **Advanced:**

- Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
- Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Expert:**
  - Customer and personal service: Principles and processes for providing customer and personal services.
  - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
  - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.

## Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active Learning, Active Listening, Judgement/Decision-Making, Time Management
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Coordination, Instructing, Management of Financial Resources, Management of Material Resources, Mathematics, Negotiating, Persuasion, Reading Comprehension, Service Orientation, Social Perceptiveness. Speaking, Systems Evaluation
- **Occasionally (Up to 2.5 hours or 32% of the day):** Complex Problem-solving, Critical Thinking, Learning Strategies, Management of Personnel Resources, Monitoring, Systems Analysis, Writing
- **Rarely (Less than 1 hour or 12% of the day):** Operation and Control, Science

## Working Conditions

### Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Color Vision, Finger Dexterity, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting, Standing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Reaching, Repetitive Motion, Walking
- **Rarely (Less than 1 hour or 12% of the day):** Balancing, Carrying/Lifting, Climbing, Crawling, Crouching/Kneeling, Multi-limb coordination, Pushing/pulling

### Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

### Work Type/Physical Demands

- *Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

## **Working Environment**

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

## **EEO Statement**

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2024-03-04