Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Assistant Director Language, Culture, and Equity**	FLSA Status:	**Exempt**
Job Family:	**Administrative**	Pay Range:	**A/P Schedule, Grade M**
Prepared/Revised Date:	**August 1, 2026**	Job Code:	**33587**
		Days:	**260**

SUMMARY: Responsible for providing strategic direction and support to the department of Language, Culture, and Equity projects related to promoting culturally responsive and sustaining practices for equitable student outcomes. Perform a variety of complex analytical and technical tasks related to department and district's goal of ensuring Poudre School District outcomes are not predictive by identity or demography. Assist the Department and District in maintaining Federal and State Compliance in all Entitlement and Federal Programs. Assist in coordinating and directing the Extended Learning Opportunities & McKinney-Vento Branches of the LCE Department. Direct, write, and manage all federal consolidated applications with the Director. Oversee the writing and implementation of 21st Century Grants, Migrant, and Title VI grants. In collaboration with the Director, support management and oversight of all financial, grant and logistical operations of the Department. Coordinate and manage critical community and business partnerships central to LCE's mission.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Coordinate project needs in the department of Language, Culture, and Equity as it relates to McKinney-Vento homeless education, extended learning opportunities, family engagement, federal programs (Title I, II, III, IV, VI), and financial processes along with other district/department priorities as needed. Co-coordinate all principal and office manager support for all Title I sites.
2. Supervise and evaluate all extended learning opportunity branch staff, McKinney-Vento central staff, along with the department's financial technician. Oversee the ELO branch for all program preparation, implementation and success. Ensure compliance with all local, state, and federal laws and regulations when it comes to the Department's financial systems.
3. Write and oversee all entitlement grants (I-IV). Oversee migrant grant, Title VI grant and 21st Century Grants. Ensure all grants have alignment and compliance with district/department priorities along with local, state and federal legalities for within their content, budget, expenditure procedures. Establish and implement a system of needs assessment and evaluation for all federal programs. Adjust strategy and implementation as needed throughout the year coordinating all Post-Award Revisions to the grants. Co-create all allocation plans for sites with Director. Search and apply for other grant opportunities that would support and promote LCE's mission.

4. Coordinate student data and conduct investigations as needed regarding: Bias incident reporting, disproportionality related to discipline, law enforcement, and identification into special programs, language instruction education program, McKinney- Vento Homeless Education, extended learning opportunities, and family engagement. Articulate and advocate any concerns and needs to the director.
5. Collaborate with district committees and key vested partners and community partnerships to develop and sustain practices that work to maintain high achievement and eliminate the racial and economic predictability and disproportionality of student achievement.
6. Coordinate and collaborate on district-wide projects that will increase achievement scores, decrease dropout rates, and increase student opportunities that are traditionally underserved in Poudre School District.
7. Provide leadership to address systemic inequities to ensure inclusive and affirming school environments for all vested partners in Poudre School District.
8. Maintain a high level of knowledge regarding changes (or potential changes) to federal laws, practice, and/or funding including all legal assurances that the school district commits to by accepting federal funds. Inform Director and/or Cabinet of any changes or anticipated changes that would affect programmatic integrity. Attend all CDE Office hours related to federal programs and represent the district in these meetings.
9. Provide observation and evaluations of Language, Culture and Equity staff as determined by the director.
10. Work in collaboration with the director of Language, Culture, and Equity on other duties as assigned.
11. Attend work and arrive in a timely manner.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's Degree required in related field, master's preferred
- Four or more years of school and/or district level leadership required
- Experience in working with data driven leadership
- Experience working with diverse populations
- Experience coordinating or directing federal programs required
- Experience managing financial procedures and legalities required
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Valid Colorado administrator or principal license preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to search for, write for, revise, monitor, and report on grants is required
- Knowledge and understanding of racial, gender, and cultural differences and inclusive practices
- Ability to articulate the impact of race, culture, socio-economic status, etc. in education and apply that understanding to instructional, logistical, and systemic practices
- Ability to take initiative for new program development related to closing student achievement gaps
- Ability to interpret, analyze and use data

- Presentation/facilitation skills
- Oral and written communication skills required
- Critical thinking and problem-solving skills
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment
- Ability to communicate with students, parents/guardians, staff, and community members
- Ability to be a part of and work with a team
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people 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

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office Suite and Microsoft Power Platform.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Language, Culture, and Equity	
Direct reports:	Coordinator Extended Learning Opportunity	1
	Extended Learning Opportunity Area Specialist	2
	LCE McKinney-Vento District Family Advocate	2
	LCE McKinney-Vento District Family Advocate Lead	1
	Department Technician II	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified*

individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.

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 to finger, handle or feed		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			
Up 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.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

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