

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Chief Equity Officer
Schedule: Salaried Support/ Grade 10
Job Code: 94ADMIN505
FLSA: Exempt
Calendar: ADSUP-S
Benefits: Eligible (Retirees not eligible)
Contract Type: Admin
Bargaining Unit: None
Revised Date: 07/22/2026

PURPOSE

The Chief Equity Officer is responsible for promoting, planning, and managing District level systems and programs to ensure all students have access to an excellent education. This is a Cabinet level position and directly oversees multiple departments focused on ensuring equitable access to educational opportunities and related supports.

The Chief Equity Officer is responsible for leading efforts to define, assess, and promote equitable educational opportunities and cultural proficiency within the district. They are responsible for proactively developing and implementing plans, programs, and activities that educate and motivate the district to hold inclusion as a core value and foster a climate that respects diversity. Additionally, the Chief Equity Officer works collaboratively with other administrators, staff, and teachers to analyze, innovate, and scale programming to address gaps in achievement between student groups.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Collaborates with the Superintendent and other district-level administrators in evaluating progress towards the district's CSIP goals
- Monitors and analyzes attendance and discipline data and works with colleagues on alternative interventions and reducing educational disparities
- Directs district-wide Restorative Practices and Welcoming Communities initiatives
- Ensures compliance with policies and laws related to the McKinney-Vento Act
- Facilitates the training and placement of Home School Communicators
- Ensures compliance of supervised areas/departments with board policy and local, state, and federal laws
- Serves as an administrative representative to Board of Education and other internal district committees as assigned by the Superintendent

- Establishes and maintains positive community relationships with diverse stakeholders, promoting community involvement and support for CPS students and programming
- Supervises, mentors, and promotes well-trained, committed, and motivated staff
- Evaluates personnel and makes recommendations for the assignment of employment of all personnel in their area of supervision
- Performs other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>

REPORTING RELATIONSHIPS

Reports To: Superintendent

Supervises: Director of Multicultural Achievement, Director of Student services, Director of Student Support Services.

QUALIFICATIONS

Minimum: Bachelor's Degree. 7 years of related experiences, including supervisory experience.

Preferred: Master's degree preferred. Missouri Teaching or Administrative Certificate.

Ideal Candidate will have certification and/or coursework emphasizing diversity, equity, and inclusion.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information including formal presentations. Respond to questions, concerns, and complaints appropriately. Read, analyze, and interpret complex documents. Write business correspondence, including staff memoranda and articles. Keep information confidential as required by law, policy, or the nature of a particular situation.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction. Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Perform computer word processing (including spreadsheets) and internet research. Access and create reports using the Districts student information software and databases.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Interpret instructions furnished in written, oral, diagram or schedule form. Interpret instructions presented in written, oral,

diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement

Technology: Use of technology in daily work; present information to colleagues, staff and students using a variety of media. Access and create reports using the District's student information software and databases. Readily utilize smart boards, projectors and other instructional technology provided by the district. Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical Demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment. Consistent and regular attendance is an essential function of this position including attend Board meetings, student activities and events. Weekends or in evening hours is common. Travel between district facilities. Moderate amount of travel, both in and out of state.

Environmental Conditions: The work environment is consistent with a typical office environment; however, they will occasionally be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer