



## JOB DESCRIPTION

<b>Job Title:</b>	Director of Equity, Diversity, & Inclusion
<b>Department:</b>	Administration
<b>Reports To:</b>	Superintendent
<b>Classification:</b>	Non-Affiliated
<b>Location:</b>	Administration Building
<b>Salary:</b>	On Schedule
<b>Length of Contract:</b>	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

Under direction of the Superintendent, the Director of Equity, Diversity, & Inclusion is responsible for developing, overseeing, and implementing a comprehensive equity, diversity, and inclusion (EDI) plan that aligns with the District's strategic objectives and goals. This position will develop and implement equity initiatives and strategies to attract, hire, and maintain a diverse workplace and promote a welcoming, inclusive, and diverse school community for all stakeholders. The Director of Equity, Diversity, & Inclusion will develop, implement, and monitor programs that promote EDI within the organization. This position will be responsible for developing professional development and other initiatives to create and foster an equitable and inclusive environment for all students, staff, and families. Additionally, this position serves as a member of the Superintendent's Cabinet.

## Essential Job Functions

- Provides leadership, training, consultation, and support to administrators, teachers, and school-based leadership teams focused on equity, diversity, and inclusion.
- Supports District and School Leaders in creating more equitable services, practices, and policies.
- Reviews current practices and policies, assessing and analyzing the extent to which they support or hinder the organizations' equity goals.
- Assists in monitoring the process to ensure compliance and adherence to district procedures, state guidelines, and federal regulations.
- Coordinates professional development activities for equity, diversity, and inclusion.
- Coordinates staff and student affinity groups to support a more inclusive environment.
- Serves as a resource to other district staff and committees regarding equitable access and opportunities for all students.
- Maintains a collection of resources and information to share with staff, families, and community members.
- Provides leadership and consultation to various district committees and local organizations.
- Assists Human Resources to develop programs to attract, retain, and promote a diverse workforce.
- Oversees Title IX compliance and complaints

### **Ancillary Job Functions**

- Stays current in the field through professional reading, seminars, workshops, and conventions.
- Participates in district and school meetings as needed.
- Performs other duties as assigned.
- Maintains knowledge of equity, diversity, and inclusion related issues, legislation, and best practices.
- Seeks funding from other sources through active grant writing.
- Attends School Board meetings as directed.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master’s degree in Equity, Diversity, & Inclusion or related field.
- Minimum of three years of work experience in equity, diversity, and inclusion.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience in school systems and public entities (components and interdependence).
- Experience with grant writing.
- Wisconsin Administrative Certification: Principal Licensure (#51).
- Advanced graduate work beyond the master’s degree.
- Bilingual/bicultural skills.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to work towards established program goals.
- Ability to work effectively with individuals and groups.
- Ability to collaborate with students, families, and community members of diverse cultural and educational backgrounds.
- Knowledge of culturally responsive practices.
- Knowledge of issues pertaining to the educational needs of underrepresented populations in our district.
- Ability to communicate effectively both orally and in writing, including speaking publicly to large groups.
- Ability to maintain confidentiality in all tasks.
- Ability to work independently with minimal supervision.
- Ability to learn and adapt quickly as situations change.
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Ability to effectively plan, organize and manage time.
- Strong research skills.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Able to travel to multiple District buildings in compliance with the District driving policy.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to assist with the implementation, oversight, and monitoring of the District’s Equitable Multi-Level System of Support (EMLSS).

- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office environment and moderate noise levels.

**Physical Requirements** – The physical demands 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 essential functions.

- Regularly required to talk and listen.
- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.