

**Job Title:** Assistant Director of Human Resources/Diversity, Equity and Inclusion Specialist  
**Reports To:** Director of Human Resources  
**FLSA Status:** Exempt  
**Contract Work Year:** 260 Days

## **POSITION SUMMARY**

The Assistant Director of Human Resources/DEI Specialist provides broad oversight and direct action related to Human Resources functions and personnel action, with a specialized focus on promoting equity in the organization. This administrator will be responsible for recruiting and supporting a diverse workforce, and initiating partnerships to further the District's priority of inclusive practices. This individual will procure and deliver professional development at all levels of the organization that support equity-focused initiatives aimed at improving outcomes for all students.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

Initiate recruitment efforts to increase the diversity of the district's workforce

- represent the district at job fairs
- coordinate publicity and marketing materials with the district Public Information Officer
- establish relationships with external organizations that will further the district priority of increased diversity, including higher education teacher preparation programs
- provide targeted support to retain current BIPOC educators and support staff

In coordination with district leadership, establish systems to evaluate and ensure equity as a priority in decision making at all levels of the organization

- assist the Director of Human Resources in personnel matters that have equity-related considerations
- assist the district in resolving complex equity matters affecting students, families and employees
- oversee professional learning opportunities that support diversity and inclusion
- assist the Director of Human Resources in creating and managing the department budget with equity as a driver for fiscal decision-making
- coordinate with curriculum and instruction leaders to ensure that materials, assessments, and data collection align with the district's equity priority

Serve as Title IX Coordinator

- maintain compliance with Coordinator training and resource requirements of Title IX
- train building administrators annually
- serve as primary investigator for Title IX complaints
- team with legal counsel when warranted

Represent district leadership on the Equity Advisory Team

Coordinate and enhance efforts with existing initiatives and systems

- support the curriculum adoption process
- team with building administrators regarding equity-focused programs such as the AVID College Readiness System and SIOP
- support regional and district 'grow your own' initiatives

## **MINIMUM QUALIFICATIONS**

- License in Educational Administration
- Five or more years serving as a school district administrator, or similar experience in the area of Human Resources in a school district
- Demonstrated knowledge and experience related to equity and inclusion in an educational setting

## **PREFERRED QUALIFICATIONS**

- Bilingual in Spanish
- Experience serving as a building administrator

## **SUPERVISORY RESPONSIBILITIES**

The Assistant Director may supervise employees in the Human Resources Department in accordance with the district's policies and applicable laws. Responsibilities may include interviewing, hiring and training employees, assigning and directing work, appraising performance, employee disciplinary action.

## **KNOWLEDGE, SKILLS & ABILITIES REQUIRED FOR SUCCESS IN THIS POSITION**

- Knowledge of schools and school systems
- Maintain confidentiality at all times
- Knowledge of state and federal laws as they relate to education and employment, including Civil Rights laws
- Highly competent verbal and written communication, interpersonal, management, decision making, mediation and problem solving skills
- Ability to prioritize inclusive priorities in all decision making
- Solid skills in technology applications, including spreadsheets, presentation, and word processing programs
- Willingness to be a highly visible ambassador and marketer of our District
- Establish and maintain accurate records
- Continuously improve professionally
- Work independently and make decisions in areas not having precedents or established procedures
- Be an effective model of constructive change, maintaining positive relationships with all stakeholders
- Direct others
- Meet timelines and attend to details
- Work effectively as a key member of the district management team
- Effectively interact with others in difficult situations
- Interpret and comply with laws, rules and policies
- Motivate others through effective leadership and mentoring

## **PHYSICAL DEMANDS**

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; and use hand dexterity for computer work. The employee is frequently required to stand for extended periods of time. The employee must lift and/or move up to 30 pounds and occasionally up

to 50 pounds on occasion. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

Perform work beyond a standard 40-hour work week when workload requires.

**WORK ENVIRONMENT**

The Assistant Director of Human Resources will work beyond an eight-hour day and a five-day week to take care of daily work, attend meetings, conferences and district/school activities. A substantial portion of the work will involve conflict resolution and sensitive, highly confidential communication employees. Requests and issues are often received which require immediate attention, sound judgment and responsiveness.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: Director of Human Resources

Prepared: December 2021

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_