

# Executive Director of Equity Position Description

## POSITION OVERVIEW

Central Kitsap School District is seeking equity-focused leaders who inspire staff to create hope and resiliency for our students and staff. Using the district Equity policy as a guide, you will lead the District's equity efforts designed to accelerate its advancement toward the goal of eliminating academic and opportunity gaps. As an equity leader, you will support all staff increasing their cultural proficiency through professional development. Using the Equity Lens tool, you will help identify and remove systemic barriers that prevent the district from serving as a model antiracist multicultural organization. Your knowledge and skills will offer gap-closing services to buildings and departments, and collaborate with educational leaders and community groups to achieve District goals. Your leadership will make a profound and lasting, positive affect the lives of our students and staff.

## TYPICAL QUALIFICATIONS

**Education and Experience:** Master's degree in education or related field preferred; academic preparation for or experience in leading a culturally, racially and economically diverse student population. Demonstrated experience leading Equity work including designing and implementing professional development.

**Certificates & Licenses:** Valid Washington state administrator credentials preferred; some positions may require valid first aid and CPR certification; some positions may require a valid Washington state driver's license and/or a Class II driver's license.

**Clearances:** Criminal justice fingerprint and background check.

## ESSENTIAL FUNCTIONS

- Actively promote and support the District's initiatives at the District and site level.
- Collaborates with Cabinet to oversee the implementation of the district's Equity Policy for the purpose of advancement toward the goals of eliminating the opportunity gaps.
- Provide and communicate professional development around the work of Equity, with a clear district vision and clear expectations, support, and accountability around the objectives.
- Lead the development and implementation of proactive equity and inclusion initiatives which will support the District's strategic plan.
- Lead the development of a vision and effective strategy that champions the importance and value of an equitable and inclusive preK-12+ experience for the students and staff in the District.
- Assess potential barriers and develop strategies focused on recruiting and retaining a diverse workforce in conjunction with Human Resources.

- Design training initiatives on cultural competency, gender, disability, antiracist practices, and other topics designed to increase awareness and support of equity and inclusion values, and maintaining compliance with applicable laws.
- Collaborate with and actively involve families and community members; respond to diverse community interests and needs and utilize community resources.
- Facilitate a systematic process to educate staff and students to build an inclusive, culturally competent community for all:
  - Support schools and students in sustaining and developing building-based programs to recognize and honor each building's cultural diversity.
  - Collaborate with administrators to create, implement and monitor programs designed to ensure fair and equitable treatment of students and staff.
  - Collaborate with administrators to develop School Learning Improvement Plans (SLIP) with a focus on closing the academic gap and development of cultural competency among all staff.
  - Assist in the development and implementation of academic programs and activities that ensure equitable opportunities for all students.
  - Collaborate with Curriculum and Instruction to ensure a curriculum that is equitable, unbiased and reflective of the district's diversity.
  - Design district-wide professional development to promote cultural understanding and competency and a climate of equity and inclusion.
  - Design and implement feedback systems for purpose of identification of areas of concerns to form solutions.
  - Provide coaching to increase capacity of school personnel (e.g. instructional staff, coaches, leaders) for the purpose of leading instructional transformation to better meet the academic learning needs of historically underrepresented youth.
- Building relationships is a priority function in bridging the equity work with the school district, families and community:
  - Through coaching and professional development, increase staffs' awareness of racial and equity issues.
  - Improve community access and involvement by working collaboratively with administrators in implementing site-based approaches.
  - Participate in the building, department and district's Equity teams.
  - Solicit feedback and support efforts of parent groups advocating for traditionally underserved students.
- Recruitment and Retention:
  - Recruit and retain staff of color by facilitating and implementing recruiting and retaining strategies in partnership with Human Resources.
  - Participates and supports the induction of New to Profession, and New to CKSD staff.
- Actively participate in District leadership meetings and in-service programs; maintain and update knowledge and skills necessary for success in the position by participating in professional development activities as needed or as assigned.
- Facilitates problem solving when conflicts arise.

- Establish and maintain effective working relationships with a variety of people in a multicultural and diverse socio-economic setting.
- Establish respectful and effective lines of communication amongst all stakeholders.

### **WORKING CONDITIONS**

Required to support a wide range of student achievement and behavior; required to remain flexible to meet students immediate needs; required to handle multiple tasks simultaneously and prioritize; may experience frequent interruptions; may occasionally work with distraught or difficult students; potentially exposed to ordinary infectious diseases carried by students; in some positions the necessary and appropriate instructional methods may require specific positions and movements, and sufficient stamina and exertions, to demonstrate techniques properly for student safety, or to conduct or direct students; in some positions precautions may need to be taken to prevent or lessen exposure of self and/or students to various materials, fumes, equipment, cutting edges or hot surfaces.

### **CONDITIONS & DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by those assigned to this position and are not construed as an exhaustive list of all responsibilities, duties and skills. Employees may be required to perform duties outside of their normal responsibilities, as needed.