



REVISED:
07/01/2018

JOB TITLE:	CHIEF EQUITY OFFICER
DIVISION	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	IV, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4005
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Plans, promotes and coordinates all district systemic and communal educational equity, fairness, compliance, inclusion and poverty efforts including affirmative action, minority affairs, and poverty-related programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides leadership for programs that promote racial and ethnic diversity and integration within the district for students in schools at all levels of the system
- Analyzes community needs, trends and legislative activity that improve or threaten inclusion, fairness and/or access and make recommendations to district administration for improvement
- Analyzes district data and provides risk assessments regarding discrimination, (in)equity, and district culture and climate
- Provides leadership in developing plans and programs designed to establish good working relationships with district staff and the community in the diversity/equity/ poverty area
- Prepares and delivers presentations and workshops to staff, stakeholders and partner organizations
- Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
- Provides leadership to ensure diverse faculties and administrative staffs at all levels of the school system
- Develops programs to ensure equity for all students and equal access to all educational programs including the evaluation of the effectiveness of such programs
- Works closely with representatives of community organizations and groups to formulate recommendations which relate to diversity, equity and poverty issues. Chairs external equity committee and makes recommendations to the district on issues of importance
- Analyzes and assists in the formulation, development and implementation of procedures to comply with policies adopted by the Board related to diversity, equity and poverty
- Provides and promotes cultural awareness programs for staff, students and community
- Provides leadership, training and guidance to all district initiatives, programs, services and activities with regard to diversity, equity, poverty and inclusion
- Attends all meetings of the Board of Education and provides input
- Performs other duties as assigned by the Superintendent

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Administration and/or Supervision (Superintendent certification)

Five (5) years administrative experience in education and/or governmental related positions
A general knowledge of federal and state regulations affecting compliance in an educational agency
Technical knowledge of and experience in affirmative action programs
Effective communication skills

DESIRABLE QUALIFICATIONS
Prior experience in program development
Knowledge of Civil Rights enforcement agencies and procedures
Demonstrated ability to work with agencies and community organizations
General Knowledge of Kentucky School Law
Knowledge of Cultural Responsive Teaching and Pedagogical practices