



REVISED: Submitted:
07/01/2019 06/11/2019

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, guides and advises Superintendent and Cabinet on diversity, equity and social justice issues.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Creates programs, plans and policies to address the inequities of marginalized students and families
Monitors, manages and adheres to all Federal guidelines as it relates to McKinney Vento Act, Every Student Succeeds Act and Title I
Co-designs with appropriate staff an access improvement framework for marginalized groups
Manages and creates equitable access for immigrant, refugee and migrant students and families
Develops and implements Districtwide training to promote cultural proficiency and competency and a climate of equity and inclusion
Provides support to District and community on the efforts, impact and progress of the Racial Equity Policy
Evaluates documentation provided and advises individuals and departments on appropriate action(s) to be taken as it relates to cultural competence, fairness and Racial Equity
Provides training for certified and non-certified staff with regards to Racial Equity, Gender Equity, curricular design and Implicit Bias
Advises Superintendent and the Jefferson County School Board as needed with regards to equity
Promotes systemic equity and a climate of acceptance and inclusion through interaction with individuals and agencies inside and outside the District
Represents the District in regional and local associations, civic clubs, ethnic and non-profit organizations and boards
Sponsors and supports student groups such as Black Student Union, LGBTQ and other affinity groups
Gathers, researches and analyzes data for use in statistical calculations and reporting in order to meet the District goals and vision including the Racial Equity Analysis Protocol Equity Monitoring Tool and Racial Equity Metrics
Leads and manages community schools and satellite offices, coordinates and organizes District volunteer opportunities
Provides support for the schools and their Racial Equity Plans
Participates, supports and advises recruitment and retention of underrepresented groups and monitors, evaluates and assess adequacy of diversity of candidates in the hiring and screening process
Works with Human Resources to develop recruitment strategies that attract underrepresented candidates
Manages the department budget including developing budget proposals, justifying expenses and monitoring accounts
Collaborates with all consultants, committees, stakeholders, community boards, coalitions, businesses, local elected officials and trade association that impact the goals of diversity, equity and inclusion throughout project
Oversees and enhances the Construction Manager's work to meet and ideally surpass the Minority, Women and Local (M/W/L) workforce goals for construction labor

Attends all meetings of the Board of Education and provides input
Evaluates staff as assigned
Performs other duties as assigned by supervisor

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
 Experience in a diverse workplace