



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

JOB TITLE:	MANAGER COMMUNITY DATA AND PROGRAM REVIEW
DIVISION	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8484
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Assumes responsibility for monitoring the progress of the Racial Equity Policy and providing data to internal divisions and community partners to improve purpose, performance, and productivity of all of the programs designed or delivered or partnered with by Diversity, Equity, and Poverty Department.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assures that internal divisions (Chiefs or Designees) receive periodic data on the status of the metrics set forth by their departments as it relates to the goals of the Racial Equity Policy
- Synthesizes, systematizes, and reports monthly trends of success or concerns to the Chief Equity Officer as it relates to pace and progress of the Racial Equity School plans
- Serves as the point of contact for data related inquiries from community groups particularly (specifically) those focused improving outcomes for marginalized students
- Makes data work for the community based organizations by providing technical support on data usage and analysis via trainings on the results of the review/evaluation and program while providing recommendations on how programs are to assist in improving the pillar of racial equity
- Monitors impact and assist in assuring racial equity is addressed via providing on time data compiled from the Equity Monitoring Progress Tool, the Racial Equity Analysis Protocol, and the Equity Scorecard
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

- Master's Degree
- Three (3) years of successful experience in area of assignment
- Successful experience in area of research methods and strategies
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Kentucky Certificate in supervision and/or administration
- Experience in a diverse workplace