
EQUITY OFFICER

TITLE:	Equity Officer
REPORTS TO:	Superintendent
SUPERVISES:	Assigned Personnel
JOB FUNCTION:	The Equity Officer will promote a culture of diversity and inclusion embracing differences as a strategic opportunity towards leading the District's efforts to build a culture of equality and embodiment for all students, families, employees and the community. The position is responsible for guiding efforts to conceptualize, define, assess, foster, and cultivate diversity as an institutional and educational resource as well as is responsible for supporting effective governance as it relates to school based decision making councils (SBDM). Assist with the development, planning and implementation of a Districtwide Family and Community Engagement Plan.

DUTIES AND RESPONSIBILITIES:

- Oversee the development, implementation, and evaluation of the District's equity strategy
- Design and coordinate administrative professional learning in the area of equity and social justice
- Support and monitor the fair and consistent application and interpretation of District policies and/or State, Federal, and local regulations
- Assist the District and schools in resolving educational and diversity issues affecting educators, students, parents, and the community
- Assist educators in creating culturally supportive learning environments that ensure high expectations for the academic achievement of all students
- Conduct demographics and enrollment research in support of increasing student achievement
- Consults with the Superintendent and other personnel on inquiries related to the support and implementation of SBDM, equity, and the effective two-way communication of pertinent and relative matters

EQUITY OFFICER

- Collaborates with district leadership regarding the development and implementation of effective and efficient practices and strategies in areas related to SBDM, equity, and the effective two-way communication of pertinent and relative matters
- Serves as Superintendent's designee to the Equity Council and other committees as assigned
- Participate and facilitate workshops, meetings, community events, etc. for collaborating, sharing, and/or presenting information
- Prepare various written materials (e.g., reports, logs, memos, handouts) for the documenting activities, providing written reference, and/or conveying information
- Coordinates trainings for SBDM council members as needed
- Disseminate related information from the Kentucky Department of Education (KDE) and assists SBDM councils with all KDE requirements
- Assists SBDM councils with policy development, reviews and other SBDM practices with a focus on policies and practices designed to enhance student achievement for all- at high levels
- Assists SBDM councils in data disaggregation and data analysis regarding equity issues
- Work with external government, community and private entities in efforts to achieve district goals
- Support school administrators on equity related issues for effective administration of all aspects of school programs
- Assist in the development implementation and application of personnel policies, practices, and procedures
- Assist administrators with strategies, practices, policies development that foster increased recruiting, hiring and retention of a diverse staff
- Cultivate and model a respectful working and learning environment where equity and inclusion is at the core of the value proposition.
- Support the engagement of family and community partners in various academic, instructional, social and emotional supportive services.
- Assist with promoting parent and family workshops and continuous learning opportunities that include increased understanding of school curriculum, and

EQUITY OFFICER

assessment; and, supportive opportunities for families/community to understand how to support student learning.

- Help in foster, create, and maintain responsive & welcoming school culture and learning environments for parents, families & community partners.
- Maintains regular attendance
- Performs other duties as assigned.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

KNOWLEDGE AND ABILITIES:

Knowledge and experience in dealing with other cultures represented by the community

- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- Demonstrate successful experience in dealing with professional staff and parents
- Knowledge of District and SBDM policies and procedures
- Maintain integrity of confidential information relating to students, staff, or district patrons
- Ability to promote and develop a cooperative work environment
- Demonstrated excellence in written and oral communication skills

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in education, public relations, communications, or related field (required)
- Master's Degree in Education or related field (preferred)

LICENSES AND OTHER REQUIREMENTS:

- None

Original Date: June 2016