

REVISED
JULY 28, 2014



JOB TITLE	CHIEF EQUITY OFFICER		
DIVISION	DIVERSITY, EQUITY AND POVERTY PROGRAMS		
SALARY SCHEDULE	IV/GRADE 16 18		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	SUPERINTENDENT OF SCHOOLS		
SUPERVISES	SPECIALIST II (VOLUNTEER CENTER), DIRECTOR II (STUDENT DUE PROCESS), COORDINATOR HOMELESS EDUCATION, COORDINATOR II, DIRECTOR COMPLIANCE AND INVESTIGATIONS		

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, training and guidance to all district initiatives, programs, services and activities with regard to diversity, equity, poverty and inclusion
- 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
- 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 to global majority groups
- 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 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
- 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
- Performs other duties as assigned by the Superintendent of Schools

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. 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

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

