



## Qualifications and Education Requirements

<b>Job Title:</b>	Director of District-wide Services	<b>Job Category:</b>	Certified
<b>Department/Group:</b>	Curriculum & Instruction	<b>Job Code/ Req#:</b>	0120
<b>Location:</b>	Central Office	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Certified Salary Schedule	<b>Position Type:</b>	Full-time
<b>HR Contact:</b>	Kim Klosterman	<b>Date:</b>	December 2021

### Job Description

#### Job Summary

Promote a culture of diversity and inclusion embracing differences as a strategic opportunity towards efforts to build a culture of equality and embodiment for all students, families, employees, and the community. Assist district leaders in supporting diversity, equity, and poverty programs and implements community inclusion strategies targets toward internal and external groups.

#### Essential functions, Duties and Responsibilities:

- Works with superintendent's office to develop strategies for district action in teacher recruitment by attending recruitment fairs at local, regional, state, and tri-state colleges and universities.
- Assist superintendent's office with strategies, practices, and policy development that foster increased recruiting, hiring, and retention of a diverse staff.
- Help to foster, create, and maintain responsive and welcoming school culture and learning environments for parents, families, and community partners.
- Assist educators in creating culturally supportive learning environments that ensure high expectations for the academic achievement of all students.
- Works with superintendent's office to identify training needs with the goal to promote cultural proficiency and a climate of equity.
- Assist district and school administrators to implement common goals and objectives of diversity, equity, and poverty.
- Maintain a proactive stance in the minority community by anticipating concerns and resolving them before they reach a crisis level.
- Provides support to district and school leaders in developing plans and programs designed to establish good working relationships with all staff in the areas of diversity, equity, and poverty.
- Represents the district in regional and local associations, civic clubs, ethnic and non-profit organizations and boards.

Other duties as assigned including but not limited to:

- Responsible for training substitute teachers
- Responsible for training volunteers

**Knowledge and Abilities:**

- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds.
- Demonstrates successful experience in dealing with professional staff and parents.
- Knowledge of district policies and procedures
- Maintain integrity of confidential information relating to students, staff, or district personnel
- Ability to promote and develop a cooperative work environment
- Demonstrates excellence in written and oral communication skills.

**Qualifications and Education Requirements**

- Master's degree in education, Instructional Leadership

**Days worked and salary**

- 240-day contract
- Certified salary schedule + index

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time