



NEW: 07/01/2024  
Submitted: 06/25/2024

JOB TITLE:	DIRECTOR OF COMMUNITY AFFAIRS AND EQUITY
DIVISION	DIVERSITY, EQUITY, AND POVERTY
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Works directly with community organizations and communities to address, improve, and garner support for the school district and engage with organizations and communities in a manner that gives accurate, timely, and important information with regard to the district. Creates an environment within the organization where external stakeholders have a systemic and meaningful way to engage leadership in Jefferson County Public Schools (JCPS). The Community Affairs Director, working under the direction of the Chief Equity Officer, functions as the liaison between JCPS and the local community to educate and serve the city's residents and organizations regarding equity, racism, opportunity, access, awareness and prevention, and other community-related issues.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Build positive and trusting relationships with the community by creating a "parent voices" committee that asks questions, gives considerations, and provides feedback that goes to the appropriate Chief and/or Superintendent
- Build positive and trusting relationships with the community by creating a "leadership listening" committee that asks questions, gives considerations, and provides feedback from community organizations' leadership that goes to the appropriate Chief and/or Superintendent
- Co-design a community organization engagement team that engages in district considerations and practices that impact equity in a positive or negative manner
- Co-designs a delivery model to school leaders that details the workings of the Diversity, Equity, and Poverty Department as well as the events, support, concerns, and compliments from the community
- Create a daily gratitude and grievance form for the community to fill out to share with the Chief Equity Officer, appropriate department, and Superintendent
- Develop, plan, and implement information programs, which may include working with the JCPS Communications team, public service announcements, and other promotional programs and activities as they relate to equity and community affairs
- Develop and implement an effective engagement plan that includes hosting meetings that formalize and capture the interest, concerns, and uncertainty of the community as they relate to the school district
- Manages and directs culturally responsive programs of the Diversity, Equity, and Poverty Department
- Manage community affairs by developing innovative programs and services to maintain and enhance community relations with regard to Racial Equity and community cultural responsiveness
- Maintains and enhances direct neighborhood, residential, and business community outreach, regarding academic access, district initiatives, and status of initiatives' productivity as they relate to Racial Equity and community cultural responsiveness
- Maintain, manage, share, and improve the Equity Scorecard with external stakeholders
- Maintain up-to-date records of all community organizations that focus on communities of color and the specific needs of such groups. Possess and maintain a strong, timely, and accurate knowledge of the community, its benefits, and the services provided

May serve as representative to a variety of community and business meetings and participate in various community group boards and programs on behalf of the Superintendent and Chief Equity Officer
Provide regular formal reports to the Chief Equity Officer and Presidents/Directors of organizations regarding the JCPS Racial Equity Pillar and the Racial Equity Policy
Provides the community with a systemic and detailed way to inform the Diversity, Equity, and Poverty Department of (perceived) inequities in the community
Collaborates with organizations needing/wanting assistance with contracts that are housed in Diversity, Equity, and Poverty and/or provide services for marginalized groups
All other duties assigned by the Chief Equity Officer
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignment

#### PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

Master's degree in Education, Management or Leadership

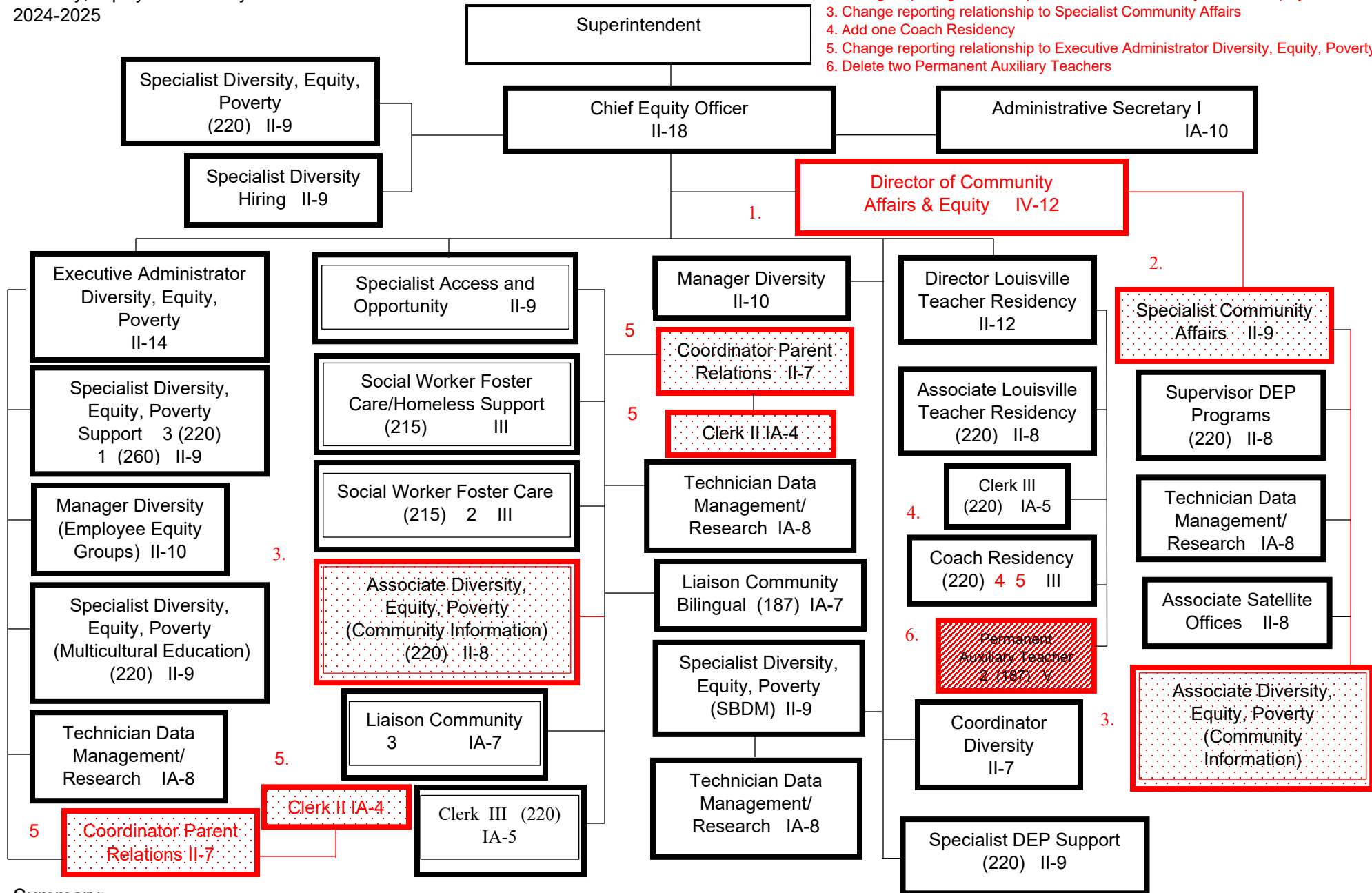
Effective communication skills

3 years of successful experience in organizational leadership

#### DESIRABLE QUALIFICATIONS

Experience in a diverse workplace

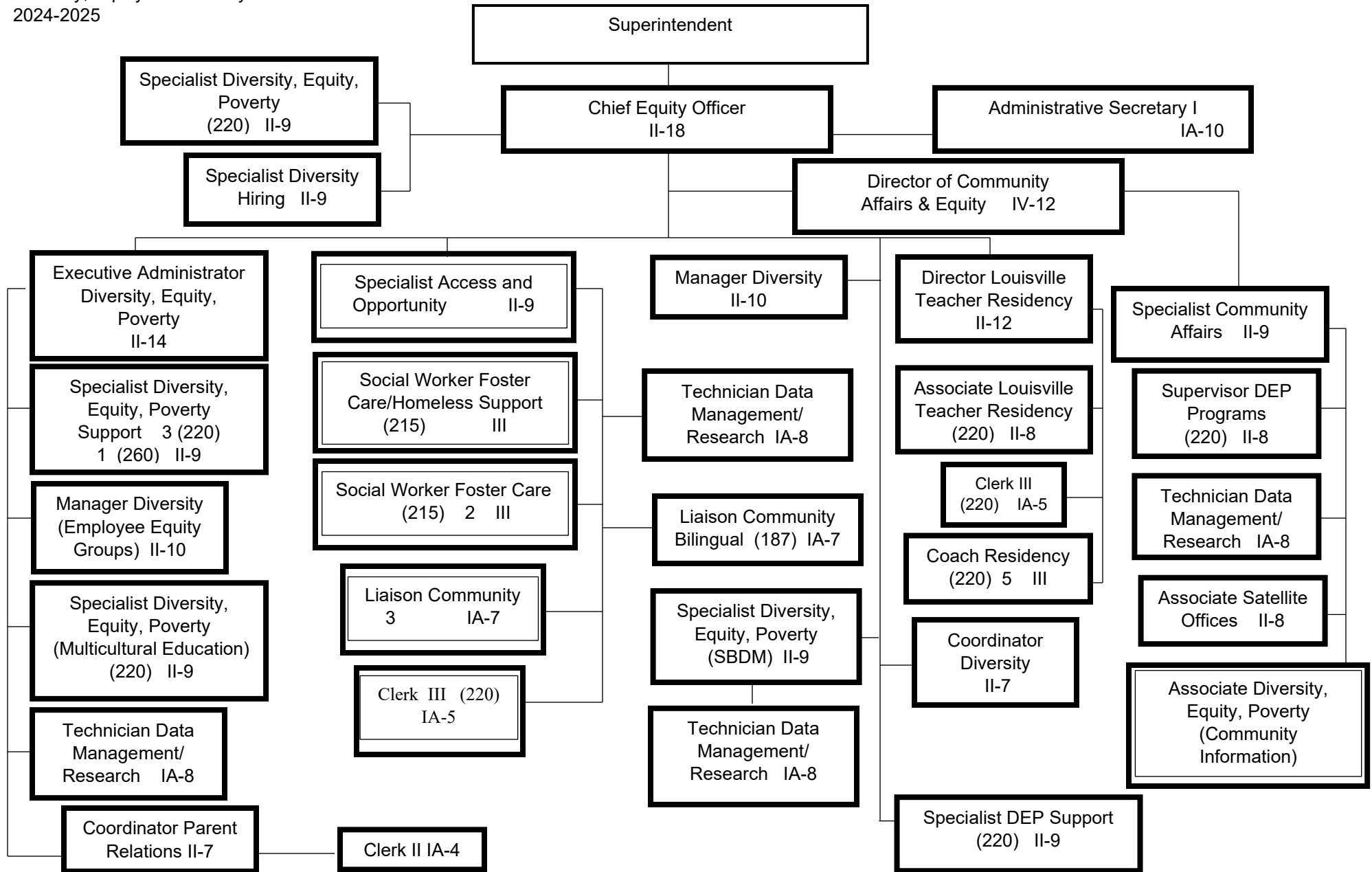
1. Add one Director of Community Affairs & Equity
2. Change reporting relationship to Director of Community Affairs & Equity
3. Change reporting relationship to Specialist Community Affairs
4. Add one Coach Residency
5. Change reporting relationship to Executive Administrator Diversity, Equity, Poverty
6. Delete two Permanent Auxiliary Teachers



Summary:

General Fund Positions: ~~34~~ 32  
 Categorical Fund Positions: 9

Submitted: ~~03/26/2024~~ 06/25/2024  
 Effective: 07/01/2024



Summary:

General Fund Positions: 32  
 Categorical Fund Positions: 9