

INDIAN PRAIRIE COMMUNITY UNIT SCHOOL DISTRICT 204

JOB DESCRIPTION

TITLE: EXECUTIVE DIRECTOR OF EDUCATIONAL EQUITY

SUMMARY: Guide efforts to promote the district's goals related to cultural diversity, equity, and respect.

ESSENTIAL JOB FUNCTIONS:

1. Develop, assist, support and monitor programs, procedures, policies, and processes that promote and sustain equity, inclusiveness, and diversity throughout the district.
2. Develop and implement strategies to monitor and evaluate district-wide progress toward eliminating the achievement and opportunity disparities among students of all identified subgroups.
3. Coordinate and develop effective district communication strategies to enhance and support cultural diversity and issues of equity.
4. Collaborate with district administrators, committees and key stakeholders to develop and sustain practices that support the equity agenda of the district.
5. Serve as the liaison to the district affiliated organizations such as the Parent Diversity Advisory Council.
6. Collaborate with the Human Resources Department in the development of strategies for recruitment and retention of a diverse workforce.
7. Collaborate with the Curriculum and Instruction Department to ensure a curriculum that is equitable, unbiased, and reflective of the District's diversity.
8. Design and coordinate professional development in the areas of equity and social justice.
9. Provide assistance, coaching, and consultation to individuals and groups regarding equity and cross-cultural competence.
10. Serve as the point of contact for employee, student, and parent concerns regarding cultural diversity, diversity recommendations, issues of equity, and suggestions.
11. Solicit feedback and support efforts of parent groups advocating for traditionally underserved students.
12. Support student-based equity initiatives and school improvement efforts at the schools.
13. Remain current with the scholarship, pedagogy and theoretical underpinnings of equity education and cultural competence.
14. Establish working relationships with community organizations to promote the district's equity initiatives.
15. Review policy and planning documents paying attention to the language of hidden bias.

Perform other duties as assigned.

SKILLS, KNOWLEDGE, ABILITIES:

1. Thorough knowledge of current trends in research and practices in public education.
2. Demonstrated competence in leadership, management, interpersonal relations and communications.

3. Ability to maintain and instill high standards of ethics and integrity.
4. Knowledge of teaching methods, educational pedagogy and behavioral management methods successful in school environments at all levels.
5. Knowledge of administration and supervision concepts.
6. Knowledge of applicable federal and state laws regarding education, students, and staff.
7. Ability to organize and coordinate work.
8. Ability to develop and implement projects.
9. Ability to prepare oral or written communications for distribution to the Board of Education, employees, students and parents.
10. Ability to organize multiple tasks and conflicting time constraints.
11. Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
12. Ability to engage in self-evaluation with regard to leadership, performance and professional growth.
13. Ability to plan and implement professional development for administrators and teaching staff.
14. Ability to anticipate and address problems that may arise in a resourceful and consistent manner.
15. Ability to use computer network system and software applications as needed.

PHYSICAL ABILITIES:

Works in standard office and school building environment

EDUCATION/LICENSURE/QUALIFICATIONS PROFILE:

Illinois Professional Educator License with General Administrative endorsement

Solid and diverse administrative experience, preferably both as a school building and central office administrator

Prior successful elementary or secondary experience, preferably in more than one grade level

EQUIPMENT:

Use standard office equipment such as personal computers, printer, copier and fax machines and telephone.

WORK ENVIRONMENT: Works in standard office and school building environment

TRAVEL REQUIREMENT: Travel between schools is required.

SUPERVISOR: Assistant Superintendents for Teaching and Learning

WORK CALENDAR: 1000

FLSA STATUS: Exempt

JOB CATEGORY: Administrative