

Adlai E. Stevenson High School District 125 - Job Description

Job Title: Director of Equity, Diversity, and Inclusion

Reports to: Director of Curriculum, Instruction and Assessment

Essential Duties and Responsibilities: (Other duties and responsibilities may be assigned)

Adlai E. Stevenson High School (SHS) believes that a positive learning community is supported by intentionally creating systems to engage in meaningful conversations that focus on issues of equity, race and diversity with all stakeholders within the SHS community. By creating instructional practices that develop our students' ability to engage in thoughtful dialogue, SHS strives to create an active and well-rounded teaching and learning community and enhance our students' learning experiences.

The Director of Equity, Diversity and Inclusion is responsible for developing and planning the following:

- Communicate an effective and consistent vision as a pivotal aspect of teaching & learning, creating an inclusive environment that supports student learning;
- Work collaboratively with district leaders, department directors, teachers, staff, and the larger school community to build an instructional vision and support for student success attentive to equity, race, diversity and inclusion within rigorous instructional opportunities;
- Provide leadership in the strategic planning and implementation of professional development focused on equity, race, diversity and inclusion;
- Utilize resources and research-based promising strategies and practices that exist at the national, regional, and local level with a particular lens on classroom teaching and instruction and data usage;
- Work collaboratively within current frameworks to design data collection approaches that help capture students' growth, development, and non-academic progress;
- Monitor, analyze and respond to data in a thoughtful and meaningful manner for use at the local, district, and possible national content level;
- Establish positive relationships with, and mentor, directors, teacher leaders, teachers and outside partnerships;
- Model leadership that reflects: a deep commitment to the educational successes and opportunities for all students; problem-solving skills; inspiration; creativity; and compassion

The Director of Equity, Diversity and Inclusion is responsible for creating, sustaining, and evolving the following as necessary to promote a focus on topics and concerns related to equity, race, diversity and inclusion at SHS:

- Collaborate with the Administrative Team and Board of Education to conduct an equity audit reviewing current policies and procedures with an eye for future intentional integration of diversity and equity into these documents and subsequent implementation;
- Collaborate with the Director of Human Resources to integrate diversity and equity practices into institutional employment and workplace hiring and training practices;
- Collaborate with the Director of Operations to integrate diversity and equity practices into student harassment complaints and student discipline systems;
- Collaborate with the Director of Communications to ensure diversity and equity messaging is consistent across all platforms;
- Refine and implement the district's plan for all components of the professional learning focused on equity, race, diversity and inclusion;
- Lead instructional strategizing with Department Directors, Teams, etc., to better mature and support equity, diversity, and inclusion in the classroom;
- Partner with tangential district leaders which may include leaders in such areas of evidence-based reporting, equity and diversity, student services and support, and curriculum & instruction to better coordinate integration;
- Join the Administrative Team Meetings to continue the work of widening the leadership knowledge and impact of equity, race and diversity;
- Coordinate ERD data collection, analysis, and usage;
- Collaborate with the Director of Student Activities to reconfigure opportunities for student clubs (affinity groups, FIRE, Diversity Council) to highlight diverse student voices to effect positive change; and
- Lead the Equity, Race and Diversity Steering Committee;

Supervises: n/a

Education, Licensure, and Experience (indicate required or preferred):

- Professional Educator License (PEL) from the Illinois State Board of Education with an Administrative endorsement (strongly preferred)
- Master's degree in the field(s) of psychology, education, school counseling, social work, or related field;
- Minimum of 3 years of experience at a leadership level at a school, district, or state organization with experience establishing and strategizing around systemic change;
- Have experience:
 - Working with a diverse population;
 - Working with the social and emotional learning needs of students in school-based settings;
 - Exploring theories of educational improvement, youth development and adult learning;
 - Coordinating and delivering professional development for teachers
 - Collaborating effectively with a variety of stakeholders including faculty, staff, parents, students, and the larger school community
 - Planning and conducting meetings and trainings
 - Utilizing facilitation methodologies which incorporate data-driven strategies for change

Skills and Abilities:

- Excellent oral and written communication skills
- Working knowledge of current research, practice, and theoretical knowledge
- Strong interpersonal skills
- Strong presentation skills
- Ability to create positive and trusting working relationships
- Ability to handle multiple tasks and priorities, sensitive information, and simultaneous projects
- Commitment to self-reflection and ongoing professional development

Physical Requirements:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

Climb Ladders	S	Kneel	S	Lift/Carry >50 lbs	S	Push/Pull >50 lbs	S	Talk	F
Climb Stairs	O	Lift/Carry under 10 lbs	F	Push/Pull under 10 lbs	O	See	F	Twist	O
Crawl	S	Lift/Carry 10-25 lbs	S	Push/Pull 10-25 lbs	S	Squat	S	Walk	F
Hear	F	Lift/Carry 25-50 lbs	S	Push/Pull 25-50 lbs	S	Stoop/Bend	O		

Calendar/Work Schedule:

<input checked="" type="checkbox"/> 12-month Administrative Calendar	<input type="checkbox"/> 10.5-month Calendar A
<input type="checkbox"/> 10.5-month Administrative Calendar	<input type="checkbox"/> 10.5-month Calendar B
<input type="checkbox"/> 10.5-month Faculty Calendar	<input type="checkbox"/> 10.5-month Calendar C
<input type="checkbox"/> 12-month Support/N-Staff Calendar	<input type="checkbox"/> Other:

Compensation:

☐ Paid per the AESHSEA Faculty Agreement
☐ Paid per the SSSA Support Staff Agreement
☒ Regionally-Competitive (not paid per a collectively-bargained contractual agreement)

Classification:

<input checked="" type="checkbox"/> Administrative	<input type="checkbox"/> Faculty (covered under the Contractual Agreement with the AESHSEA)
<input type="checkbox"/> Supervisory N-Staff	<input type="checkbox"/> Support Staff (covered under the Contractual Agreement with the SSSA)
<input type="checkbox"/> N-Staff	

FLSA Status:

☐ Non-Exempt from overtime under the Fair Labor Standards Act
☒ Exempt from overtime under the Fair Labor Standards Act