

Job Title:	Executive Director of Equity and Family Engagement
Reports to:	Deputy Superintendent
Work Schedule:	8.0 hours per day - 260 days per year (includes 28 vacation days and 12 holidays)
Salary:	Administrator Salary Schedule - Administrator 4 – Executive Director

Job Summary:

The Executive Director leads the District's efforts to:

- Build a culture of equity and inclusion for all students, families, and employees
- Assist educators in creating culturally supportive learning environments
- Develop, organize and implement professional development opportunities for building and program staff
- Collaborate with district administrators to develop, lead, and implement a systemic process to identify and address racial inequities and other experiences that prevent students from engaging in school
- Coordinate opportunities for students across the District for development of student leadership, personal advocacy, and equity
- Collaborate with The Executive Director of Human Resources to create a District Equity Policy that aligns with the strategic plan and leads a District Equity Advisory Committee to support future work as directed by the Board/Superintendent.

The Executive Director of Equity and Family Engagement will provide coordination, consultation and assistance to the superintendent and the cabinet team to create sustainable and equitable strategies and models for cultural competency equity and diversity matters related to students, staff, and families. The position serves as the District's leader for equity goals, including:

- Working collaboratively with policy-makers to add to the District's diversity, equity and outreach efforts aimed at improving the workplace climate and learning environment
- Utilizing relevant data resources to track and analyze diversity, as well as the impact of equity and outreach strategies within the district and community.
- Embedding equity/culturally responsive practices in current district professional development offerings to all staff.
- Working with administration and staff to provide instructional leadership for student learning to help close the achievement gap.
- Researching and identifying the processes, procedures and practices that result in equitable educational outcomes.
- Providing leadership for curriculum, assessment, implementation, and evaluation of staff.

This position also reviews and monitors grant programs and funds for compliance and recommends modification as needed. Locates, pursues, and obtains funding sources. Leads and manages assigned program budgets expenditures. Evaluates, supervises, Directors of Categorical Programs and other support staff. The Executive Director establishes work duties and performance standards for staff. Conducts and oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Addresses employee concerns and other sensitive personnel matters.

Desired Skills:

- Demonstrated ability to bring people and resources together around best practices
- Demonstrated ability to work well with people, maintain positive working relationships, and solve problems
- Effective oral and written communications
- High level of integrity and a commitment to do what you said you would do
- Demonstrated ability to model listening to and to partner with students, staff, and adults from diverse ethnic and cultural backgrounds
- Demonstrated excellence as a teacher of adults, professional developer, and instructional coach
- Demonstrated ability to create a community of practice focused on quality instruction and learning

- Demonstrated ability in developing productive working relationships with district administration, teachers, support staff, parents, students, and support agencies
- Skill and experience in implementing best practices in teaching & learning
- Experience in implementing curriculum, assessment, instruction that improve learning performance
- Effective oral and written communications.

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Work closely with the Human Resources Executive Director - recruitment, retention and induction of staff through the on-boarding process
- Work as a contributing member of the district's leadership team to develop and implement the district's strategic plan
- Construct and facilitate Educators of Color Learning Networks/Support Programs
- Serve as a liaison for community groups and organizations - including partnership with Tribe and City (equity and anti-racist policies and practices)
- Organize and lead Family Engagement events and activities.....including family engagement specialists, liaisons
- Comply with all district policies and procedures
- Comply with the Code of Professional Conduct
- Serve as an advisor to school staff, administration and families on matters of family engagement and equity
- Refine family engagement programs and activities developed as a result of gap goals.
- Increase the capacity of each school to provide opportunities, services and support to promote positive family engagement that leads to increased student achievement

Minimum Qualifications:

- Valid Washington State Administrator certificate
- Valid Washington State driver's license or evidence of mobility
- Three to five years of significantly professional experience in equity, diversity, and inclusion issues and providing culturally responsive service and teaching
- Excellent command of contemporary diversity, equity, inclusion and multiculturalism concepts and issues, especially as they apply to K-12 public education (e.g., recruitment and retention, access and equity, diversity in curriculum, the educational impact of diversity, policy and legal dynamics of diversity, etc.) preferred
- K-12 Leadership experience at a building level
- Teaching, principal experience, or other administrative experience preferred
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required trainings within thirty (30) calendar days from hire date

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee will have flexible hours and some evening meetings are required. Leadership initiative will structure job hours and environment. Work environment will include a wide variety of school, management, and community settings. Meetings will be held with many diverse constituency groups including staff, students, parents, and community members networking in the region. Environments requiring sensitivity, expertise in investigations, and skills in conflict resolution will likely occur. The employee is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges. The employee may be confined to a work area; required to have precise control of fingers and hand movements; experience constant interruptions and inflexible deadlines; and must be able to stoop, crouch, crawl, bend, kneel, stand for periods of time, and. The employee is required to deal with distraught and/or angry persons and is exposed to infectious diseases carried by children.

Evaluation:

This position shall be evaluated periodically by the Superintendent and/or assigns pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:

Job description developed January 2021.