



## Director, Equitable Services

<b>Reports to:</b>	Executive Director	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Federal Programs	<b>Structure/Grade:</b>	Unified 132
<b>Division:</b>	Office of Continuous Improvement & Accountability	<b>Workdays:</b>	246
<b>Retirement:</b>	Teachers Retirement System		

### Position Summary

Plans, develops, directs, implements, and monitors state and federal programs to ensure compliance and support of school system improvements efforts.

### Essential Job Duties

- Directly supervises and coordinates the use of Equitable Services funds across all Every Student Succeeds Act (ESEA) Federal Programs to support improvement in student achievement.
- Title I, Part A - Improving the Academic Achievement of the Disadvantaged
- Title I, Part C - Education of Migratory Children
- Title II, Part A - Supporting Effective Instruction
- Title III, Part A - Language Instruction for English Learners and Immigrant Students
- Title IV, Part A - Student Support and Academic Enrichment
- Develops program plans and budgets that result in improved student achievement for all private schools receiving Equitable Services.
- Monitors and administers the district compliance of all components of Equitable Services working collaboratively with other departments, divisions, and the Georgia Department of Education.
- Collaborates with Federal Programs Directors on to ensure that all requirements are met.
- Collaborates with Metro Districts on Equitable Services consultation meetings.
- Maintains Equitable Services reporting portals.
- Responds to concerns relative to Equitable Services funded programs.
- Performs other Federal Programs Equitable Services duties as assigned.

### Qualifications

- Master's degree in Education, Business Administration, Finance, Accounting or closely related area from a Professional Standards Commission approved accredited college or university is required.
- Minimum of five (5) years previous experience with demonstrated successful advancement through the teaching and/or school or school system administrative hierarchy, program plan development, budgeting, financial analysis or closely related experience is required.



- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level SRL-5, NL-5, PL-6 or above required. If a level SRL-5, NL-5, PL-6 or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

### Knowledge, Skills, and Abilities

- Knowledge of curriculum guidelines for the school system and state requirements; standardized testing in accordance with school district policies and state laws; DCSD policies, programs, and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment.
- Skill in effective oral, written, and interpersonal communication; preparing assignments and tests for in-school preparation and homework; maintaining order in a classroom setting; administering the school system's discipline policies; counseling students with academic difficulties and behavioral problems.
- Ability to plan and develop course of study suitable for specific grade levels; develop lesson plans incorporating lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers and the internet; continue completion of professional courses according to school district and state guidelines, demonstrate patience and appropriate, professional demeanor when interacting with students, especially while presenting information to students that is new or unfamiliar.

### Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

### Supervisory Responsibility

- Provides leadership through senior managers and managers.
- Champions for the team and provides development opportunities for high performers to advance their career.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

*Reviewed/Revised: 11/7/2025*