

Director of Equity and Engagement

Dept/Div: Administration/N/A

FLSA Status: *Exempt*

General Definition of Work

Performs difficult professional work leading and supervising staff, professional development and District wide equity based decision making, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Superintendent. Continuous supervision is exercised over equity department staff and Cultural Liaison(s).

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Collaborates on ensuring the following strategies are operationalized in partnership with Cabinet members and building/site leadership:

- Strategy #2: We will provide expanding access to a broad range of opportunities for all students.
- Strategy #3: We will foster community engagement and partnerships
- Strategy #4: We will build organizational capacity.
- Strategy #5: We will embrace all cultures with humility and respect.
- Strategy #6: We will ensure learning environments enhance students' educational experience.

Develops recommendations for authentic family and community engagement through leading the implementation of actions detailed in "Strategy #7: We will engage families as partners in the education of their children."

Leads the continued development of operationalizing our Equity Commitment and 4-Way Equity Decision-Making protocol to support and ensure interruption of systemic inequities.

Partners with district and building/site leaders on analyzing data in relation to an equity assessment, achievement data, and student experience data to support continued examination of areas in need of improvement or change.

Develops recommendations for ways of engaging student voice authentically through system and building change efforts.

Creates an implementation process for WBLAS Equitable Family Engagement framework.

Develops the Achievement and Integration plan in collaboration with district and site leadership.

Ensures compliance with all Minnesota Department of Education Achievement and Integration requirements including:

- Overseeing the annual budget and approving expenses
- Submitting the annual goal progress report
- Submitting an annual budget.

Leads the District Equity and Achievement Team.

Serves as District Liaison with Equity Alliance Minnesota.

Acts as a mentor, coach, and liaison for leaders as they prioritize equity work and examination of systemic inequities.

All other duties as assigned.

Knowledge, Skills and Abilities

Comprehensive knowledge of the policies, practices, methods and techniques used in the administration and supervision of a school; thorough knowledge of prescribed school board policies and procedures; comprehensive knowledge and application of theory related to the developmental process of building intercultural competence; comprehensive skill working with diverse populations, community organizations and other advocacy groups; comprehensive skill communicating effectively orally and in writing; ability to demonstrate a deep understanding of one's own identity and the ability to effectively collaborate across differences; ability to engage in ongoing professional and personal development in order to develop self and maintain current knowledge base in the fields of education and equity; ability to operate standard office equipment, related hardware and software; ability to work as

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part of a cohesive team and meaningfully contribute to the team; ability to establish and maintain effective working relationships with associates, the School Board, parents, elected officials, students, staff, superintendent and the general public.

Education and Experience

Bachelor's degree and extensive experience K-12 building leadership experience, experience working with racially, linguistically, and culturally diverse communities, or equivalent combination of education and experience. Master's degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and speaking or hearing and occasionally requires walking and using hands to finger, handle or feel; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid and active or in the process of obtaining a Minnesota Administrator's License.
Valid driver's license in the State of Minnesota.

Last Revised: 2/9/2020