

Job Title: Diversity, Equity, and Inclusion Director

Wage/Hour Status: Exempt

Reports To: Assistant Superintendent of Human Resources

Date Revised: October 2021

Dept./School: Human Resources

Primary Purpose:

Visionary and transformational leader who serves as a catalyst to promote a culture of inclusion where individuals from all backgrounds can thrive and be engaged with greater access to effective teachers, principals, and other school leaders. Supports the district as a learning organization to improve the overall quality of instruction and ensure equity of educational opportunity. Responsible for operationalizing the district improvement's goals for educational equity and leading efforts to conceptualize, define, assess, foster, and cultivate equity, diversity and inclusion throughout the district.

Administrator Competencies:

Creative Visionary who is passionately focused on effecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities.

Dedicated Professional who creates a supportive environment by modeling and expecting autonomy and accountability; who exemplifies ethics; who accepts and values the differences of others, exhibits empathy, and who has a sense of human wisdom, courage and compassion.

Inspiring Catalyst who motivates and empowers others to become leaders and risk takers, and who acknowledges expertise, celebrates successes, and honors the lives of others.

Life-long Learner who perpetuates self-motivated learning, and effectively drives transformation with continuous monitoring, evaluating, and adjusting.

Qualifications:

Education/Certification:

Bachelor's degree in related field from an accredited university.

Master's degree preferred.

Special Knowledge/Skills:

Knowledge of issues and trends related to education equity; diversity and inclusion best practices; leadership and managerial principles; strategy development; local, state, and federal related regulations; conflict resolution and mediation methods, training methods and best practices.

Skill in leading and responding to district issues relating to diversity, equity and inclusion; organization; public relations; oral and written communications; cultural competency; working with diverse student and staff background; managing change; dealing with sensitive topics; and problem solving.

Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of students and staff; communicate effectively; manage multiple priorities and projects; diffuse anger and establish or restore harmony; maintain professional demeanor during emotionally charged, difficult or high-pressure situations and to use computer and application software.

Experience:

Progressively responsible experience developing, implementing, and overseeing a diversity/inclusion program preferred.

Experience as a campus or district administrator preferred.

A minimum of five years relevant professional experience.

Major Responsibilities and Duties:

1. Assume a leadership role that promotes a district commitment to a climate of equity, diversity, and inclusion through interaction with the Board of Trustees, administration, employees, students, and the community.
2. Provide coordination, consultation, and assistance to the Superintendent and executive leadership team on diversity, equity and inclusion matters related to students, staff, and parents.
3. Advise the Superintendent, designated staff, and Board of Trustees on matters related to diversity, equity, and inclusion.
4. Promote and maintain a focus on continuous improvement of student achievement and eliminating achievement gaps.
5. Provide leadership for the development, implementation, and evaluation of the district's equity plan, including regular reports on progress toward goals.
6. Review current data and conduct root causes analysis of outcomes as related to equity; develop strategies and plan for implementation of policies; and monitor progress and fidelity of equity strategy implementation.
7. Develop and implement systems and procedures to address the needs of culturally and linguistically diverse students, parents, and families.
8. Support the District's employee recruitment plan to attract a more diverse workforce and talent pool.
9. Review and provide recommendations to revise applicant assessment tools to promote a more diverse applicant pool.
10. Support and guide the development of employee affinity groups to provide collegial support among individuals who share a particular background, interest, or issue to support attraction and retention of staff.
11. Collaborate with School Support and the curriculum staff to develop, organize and implement professional learning development opportunities for District, campus, and program staff with an emphasis on racial and equity awareness.
12. Provide strategic guidance for training initiatives on topics such as cultural competency, gender differences, disability, and other topics designed to increase awareness and support of equity and inclusion.
13. Assist educators in creating culturally supportive learning environments that ensure high expectations for the academic achievement of all students.
14. Cultivate and model a working and learning environment respectful of the diverse academic, socio economic, ethnic, religious, gender, cultural backgrounds of students, staff, and families.
15. Promote and implement District and site-based approaches to community access and engagement.
16. Represent the district to external the community, organizations, and agencies. Collaborates with external and internal constituency groups, including students, to promote and advance diversity, equity, and inclusion.
17. Stay apprised of world, national, and local current events and provide guidance and strategic response for the district.
18. Comply with policies established by federal and state law, including but not limited to State Board of Education and local Board Policy.

19. Demonstrates regular and prompt attendance to ensure a consistent focus on student learning.
20. Perform other duties as assigned.

Other

21. Follow all safety and security procedures.
22. Work effectively within a team.
23. Complete other duties assigned.

Supervisory Responsibilities:

Oversee Equity, Racism, and Inclusion Task Force

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands:

Frequently communicates with other employees or the public. Must be able to exchange accurate information.

Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints.

Ability to organize and prioritize work schedules of others on a long-term basis.

Ability to make decisions which have significant impact on the district's credibility, operations, and services.

Ability to compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area.

Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact and to make formal presentations.

Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models.

Work with frequent interruptions.

Maintain composure and professionalism at all times.

Physical Demands:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Repetitive hand motions including frequent keyboarding and use of a mouse, occasional reaching. Occasional light lifting and carrying (less than 15 pounds).

Environment:

May work prolonged or irregular hours.

Frequent districtwide, statewide, and out-of-state travel.

Equipment Used:

Often operates a computer and other office productivity machinery (i.e., calculator, copy machine, and computer printer).

Hutto ISD
Job Description

Diversity, Equity, and Inclusion Director

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature _____

Date _____