

## **MANAGEMENT JOB DESCRIPTION**

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### **EQUITY AND ACCESS COORDINATOR**

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#### **JOB SUMMARY:**

Under the direction of the Area Assistant Superintendent, provides leadership to principals and other staff members to ensure culturally-responsive academic programming that accelerates student achievement and closes opportunity gaps between racial, ethnic, and economic groups.

#### **ESSENTIAL JOB FUNCTIONS:**

- Assists the Area Assistant Superintendent to establish strategic goals for the professional learning of District staff, aligns staff and financial resources, builds culture, and drives performance to ensure goals are achieved.
- Assists the Area Assistant Superintendent with materials (e.g., plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Provides leadership and vision to District staff to ensure principals and teachers have the knowledge, skills, and dispositions to deliver culturally-responsive academic programming that accelerates student achievement and closes opportunity gaps between racial, ethnic, and economic groups.
- Provides leadership to ensure instructional environments support academic rigor, access, cultural relevance, and relationships that ignite the potential of each and every student.
- Provides leadership for, and coordinates the development of a District diversity/equity plan.
- Provides coaching and support to principals that focus on instructional leadership, school culture, data-analysis, data-driven decision-making, and family and community engagement.
- Researches a variety of topics (e.g., courses, materials, training, consultants, etc.) for the purpose of developing new programs that meet staff training needs.
- Acts as a resource to other staff members regarding best practices of adult learning; leads the development of protocols, guidelines, evaluation tools, and other resources to support high-quality professional learning across the District.
- Ensures the development and delivery of training programs and opportunities that address diversity, inclusion, equal employment opportunity, affirmative action, and compliance issues in ways that meet the needs of students, employees, administrators, and partners.
- Collaborates with various staff members to design and direct a wide variety of professional development services for principals, associate principals, and aspiring leaders by developing instructional programs, promotional materials, and enrollment and tracking methodologies for the purpose of implementing professional growth program activities that address training needs of the District.

- Encourages cross-functional collaboration by communicating effectively and sharing knowledge and expertise with leadership teams.
- Provides support to the Superintendent and Assistant Superintendents; acts as a resource regarding evaluation systems.
- Provides support on equity matters to sites.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Bachelor's Degree.
- Leadership experience for 5 or more years.

**Knowledge, Skills, and Abilities**

- Highly knowledgeable and experienced with research-based, culturally responsive school leadership practices and equity-driven leadership.
- Demonstrated leadership and project management skills (planning, coordinating, implementing, and evaluating).
- Experience and demonstrated success with evidence-based decision-making.
- Ability to work collaboratively with various groups to gain consensus related to project implementation.
- Demonstrated strong interpersonal skills and positive working relationships with individuals, teams, and stakeholder groups at all levels of the organization.
- Demonstrated excellent oral and written communication skills.
- Ability to work independently with limited direct supervision, and to adhere to schedules and timelines.

Ability to use MS Office tools to facilitate organization, communication, presentations and data analysis.