

POSITION TITLE	ASSISTANT SUPERINTENDENT
WORKING TITLE	Assistant Superintendent for Equity Affairs
SCHOOL/DEPARTMENT	Equity Affairs
LOCATION	Crossroads I, Cary, NC
PAY GRADE	Contract as established by Superintendent/Board of Education
FLSA STATUS	Exempt
REPORTS TO	Chief of Staff and Strategic Planning
SUPERVISES	3 Directors; 2 Senior Administrators; 1 Coordinating Teacher; 1 Secretary
WORK WEEK SCHEDULE	Monday-Friday (occasional evenings and weekends)
WORK HOURS	Regular business hours
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

Provides leadership, vision, and supervision for the district’s Office of Equity Affairs. Promotes a climate of equity, inclusion, and acceptance that respects, values, and responds to the diversity of students, employees, parents, and community and in doing so, targets efforts to embed equity in the work across schools and district operations. Working in partnership with schools and central services, develops, implements, and monitors proactive diversity, equity, and inclusion goals and initiatives. Ensures goals and initiatives aligns with and supports the district’s strategic plan, mission, and vision. Works collaboratively with schools and district departments to develop strategies, practices, and programs that address student achievement gaps, inequalities, areas of disproportionalities, and that support equitable access to learning opportunities. Engages with students, employees, families, and the community in order to support the district’s equity work.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of issues and concepts relating to diversity, equity, inclusion; race; cultural proficiencies and culturally responsive practices; social emotional learning; and recruitment;
- Comprehensive knowledge of local, state, and federal laws related to schools, employment, and protected classes;
- Skilled in fostering and supporting teamwork, collaboration, and consensus building; developing positive, collaborative relationships; managing sensitive topics; and managing multiple priorities;
- Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback; ability to convey complex information to a variety of audiences; excellent public speaking and presentation skills;
- Ability to work with diverse populations, including the ability to understand and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities, gender identity, and sexual orientation of students, school and district personnel, and community members;
- Ability to work through and manage thoughtfully the personal, political, and organizational dynamics related to equity, diversity, and multicultural issues within the district and community;
- Ability to demonstrate and maintain a professional demeanor when responding to and addressing situations, issues, and concerns;
- Ability to analyze data and use data and facts to present recommendations for focus areas, strategic priorities and initiatives, and actions.
- Ability to serve as an internal resource, working collaboratively across departments and with schools, for providing consultation and guidance to issues as related to diversity, equity, inclusion;
- Ability to design and implement professional development;
- Ability to demonstrate adaptability and flexibility;
- Ability to establish and maintain effective working relationships with school officials, school system staff, and agencies, vendors, advocacy groups, and stakeholders, with an expertise in consensus building.



EDUCATION, TRAINING, AND EXPERIENCE

- Master's degree in education or related field from an accredited college or university; **AND**
- Three years of successful experience in planning, developing, implementing, and evaluating equity programs in PreK-12 public schools; **AND**
- Experience in developing and managing internal and external communication to diverse audiences; **OR**
An equivalent combination of education and relevant experience sufficient to successfully perform the essential duties of the job.

CERTIFICATION AND LICENSE REQUIREMENTS

- Must hold and maintain a valid motor vehicle operator's license according to the State of NC requirements.

PREFERRED QUALIFICATIONS:

- Three years of successful classroom experience;
- School-based and/or central administrative experience;
- Demonstrated successful experience in leading equity and diversity work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Works collaboratively with district leaders in the development and implementation of proactive diversity, equity, and inclusion initiatives with measurable goals as part of and in support of the district's Strategic Plan, mission, and vision.
2. Works in partnership with schools and central services departments to monitor and use data for identifying strategies and programming that lead to closing student performance gaps across all student subgroups.
3. Collaboratively engages with district leadership in cross-departmental efforts to promote and sustain educational equity in addressing areas that include, but not limited to, achievement gaps, diverse workforce, discipline disproportionality, and equitable access to rigorous learning opportunities for underrepresented student populations.
4. Assists and collaborates with the Office of Academic Advancement in the identification, development and implementation of programs, curricula, and instructional practices as well as the procurement of resources that support culturally responsive instruction and equitable access to learning opportunities.
5. Collaborates with district leadership and schools to identify and address inequalities that have the potential to impact student achievement.
6. Collaborates with the Office of Professional Learning and other central services leadership teams to develop well-balanced professional development programs and training offerings that support the district's equity efforts and foster equity at all levels of the organization.
7. Designs, organizes, and facilitates professional development focused on equity, diversity, and inclusion; culturally relevant pedagogy; culturally responsive practices; and best practices for addressing the diverse needs of all our students and employees.
8. Develops and/or revises the district's equity policy in collaboration with the Board of Education and district leadership team to reflect and promote the district's equity goals, principles, and commitment to a culture and climate of equity and inclusion for all.
9. Serves as a resource to our schools and district leadership in providing guidance and consultation to the Superintendent, district leadership, and school-based leadership on diversity, equity, and inclusion issues as related to our students, families, employees, and school community.
10. Actively engages and partners with students, employees, and the community to further practices, programs, and outreach activities that support diversity, equity, and inclusion initiatives.
11. Participates in district planning, goal setting, and decision making as a member of the Superintendent's Leadership Team.
12. Collaborates with Human Resources staff in the development of strategies for the recruitment and retention of a diverse workforce.
13. Serves as the point of contact for Title IX and assists in the investigations and resolutions of Title IX concerns.



ESSENTIAL DUTIES AND RESPONSIBILITIES: *continued*

14. Supports the creation and implementation of strategies and actions that support diverse vendor supplier development.
15. Leads the Office of Equity Department, including the supervision and evaluation of staff, management of department operations and workflow, and the development and monitoring of strategic department goals.
16. Oversees the Office of Equity Department budget, including the development of budget and business case proposals and monitoring of expenditures.
17. Communicates and completes reports, documents, presentations, and other necessary paperwork in a timely and professional manner.
18. Keeps abreast of research, current trends, and developments in the field of equity.
19. Establishes, enhances, and sustains relationships with community groups and organizations to promote and support the district's equity and student achievement work.
20. Attends Board of Education meetings and prepares reports for the Superintendent and Board, as requested.
21. Performs other related duties as assigned.

WORKING CONDITIONS:

PHYSICAL ENVIRONMENT

Must be able to use a variety of office equipment such as computers, scanners, and copiers. Must be able to communicate effectively. At times requires the ability to lift, carry, push, pull or otherwise move objects up to ten pounds. The work frequently requires driving automotive equipment. Due to the amount of time spent standing and/or walking, physical requirements are consistent with those for sedentary work.

WORK ENVIRONMENT

Must be able to work in an office environment and come into direct contact with school officials, school system staff, students, external agencies, vendors, advocacy groups, and other community members. Travel required to WCPSS schools and central services sites and outside Wake County.

EFFECTIVE DATE: 8/2021

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, at any time.*