

Director of Engagement, Equity, and School Support
Classified Position – 7463 Director III

Salary Per Salary Schedule	Days 260	Reports to: Assistant Superintendent of Student Services and/or the Superintendent
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SCOPE OF RESPONSIBILITIES

Plan, organize, coordinate and control several related functional units supervised by one or more levels of supervision involving diverse activities with difficult problem solving and significant direct or indirect financial impact.

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Works closely with representatives of community organizations and groups to formulate recommendations, which relate to diversity, equity and poverty issues. Chairs external equity committee and makes recommendations to the district on issues of importance to global majority groups.
2. Analyzes community needs, trends and legislative activity that improve or threaten inclusion, fairness and/or access and make recommendations to district administration for improvement.
3. Provides and promotes cultural awareness programs for staff, students and community
4. Analyzes district data and provides risk assessments regarding discrimination, (in) equity, and district culture and climate
5. Provides leadership in developing plans and programs designed to establish good working relationships with district staff and the community in the diversity/equity poverty area
6. Prepares and delivers presentations and workshops to staff, stakeholders and partner organizations
7. Disseminates needed information to principals and assistant principals to ensure the proper management of schools and school-related events and issues
8. Investigates, documents, and resolves complaints, concerns, grievances, and adverse situations as required
9. Manages and responds to emergency and/or crisis situations as required; serves as liaison with administrators, parents, community members, other agencies, and media as directed
10. Assists the Superintendent as required with system initiatives, projects, and community involvement activities
11. Maintains appropriate confidentiality regarding school/workplace matters
12. Monitors all gap children relative to their successful experience with schooling using three objective indicators: regular attendance, academic performance, and gains in assessments
13. Provides academic guidance to students who have low self-esteem and are not working to capacity
14. Ensures that the parents of gap students are included in planning, implementation, and evaluation of their student progress
15. Provides positive reinforcement, commendations and recognition to students for goals achieved both individually and as a group
16. Connects community resources with student needs to resolve problem situations
17. Informs administrative, instructional and supportive staff of liaison role and provides consultation as requested
18. Serves as a liaison between minority parents and the schools, school employees and the system, students and the schools, and students and parents
19. Works cooperatively with counselors, FRYSC staff, teachers, and administrators to meet the needs of gap students through regular and innovative programming
20. Develops a district affirmative action teacher recruitment program
21. Attends recruitment fairs at local, regional, state, and tristate colleges and universities
22. Enhances middle and secondary Future Teacher Programs
23. Be pro-active in the minority community by anticipating concerns and resolving them before they reach a crisis

24. Assists with suicide, bullying, and dropout prevention programs
25. Participates in the Code of Conduct committee
26. Coordinates activities with district personnel, community agencies, courts and law enforcement
27. Maintains contact with community representatives, parents, students and local staff
28. Provides services and personnel to local administrators to assist with routine and crisis situations
29. Coordinates activities between Pupil Personnel staff, Safe Schools staff, juvenile court and Social Service agencies
30. Maintains regular and predictable attendance
31. Adheres to the professional code of ethics
32. Successfully utilizes technology as appropriate in job function
33. Performs other duties as assigned by the Superintendent of Schools

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: bachelor's degree in a field related to assignment and five years of experience including at least three years in a supervisory capacity.
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.