



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Chief Equity Officer
SCHOOL/DEPARTMENT	Superintendent's Office
SALARY	School Administrator
FLSA STATUS	Exempt
REPORTS TO	Superintendent
SUPERVISES	
WORK WEEK SCHEDULE	Monday - Friday; Must be able to work late evenings and some weekends
WORK HOURS	40 minimum
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

Under the supervision of the Superintendent, this position is responsible for developing and implementing short and long range equity goals that support the district's strategic plan, mission and vision while specifically promoting a climate of equity and inclusion for all. This position develops institutional policies, practices and programs that create a climate of equity and acceptance that respects, values and responds to the diversity of students, staff, parents, and the community. The Chief Equity Officer will lead the District's efforts and sustain a culture of equity and inclusion for all students by narrowing the gaps between the highest and lowest performing students, and eliminating the racial disproportionality between students groups that occupy the highest and lowest achievement categories; plan, organize, and direct initiatives related to diversity, equity and outreach; provide leadership to increase effectiveness in promoting equity and inclusion district-wide; developing and implementing the district's equity plan, and serves as the district's leader for equity goals.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Skills, knowledge and abilities required to satisfactorily perform the functions of the job
- Knowledge of current and evolving federal, state and district requirements related to equity issues.
- Knowledge of contemporary diversity, equity, inclusion and multiculturalism concepts and issues, especially in public education
- Knowledge of culturally-responsive teaching and education related practices, social justice and diversity as fundamental aspects of academic excellence
- Demonstrated ability to effectively work and communicate with students, parents, community representatives and school personnel from diverse cultures and/or backgrounds.
- Demonstrated ability as a professional development trainer with skills in group facilitation and the ability to deliver cultural responsiveness and related equity training of school-based personnel.
- Ability to serves as an internal resource and consultant, working collaboratively with multiple stakeholders in a politically sensitive context and complicated by competing perspectives or interests.
- Knowledge of and ability to lead people through a change process.
- Ability to collect, analyze and use assessment and other school data

EDUCATION, TRAINING, AND EXPERIENCE

- Master's degree in education administration, public policy, social work, or related area
- A Minimum three years of professional experience in equity, diversity, and inclusion issues and providing culturally responsive service and teaching

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- 3 to 5 years of progressively responsible, professional experience in educational administration or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.
- Fluent speaker and writer of a second language strongly preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Consult and facilitate development and implementation of the District Equity Policy and Plan, specifically on student achievement matters and related equity professional development
2. Lead the Equity Task Force and other parent/community components of the District Equity Plan.
3. Provides leadership for the implementation of the equity plan including regular reports on progress toward goals.
4. Provide coordination, consultation and assistance to the superintendent and the cabinet on equity and diversity matters related to students, staff, and parents.
5. Serve as an internal consultant to the Superintendent, Cabinet, Directors, Coordinators and Principals regarding organizational development, including philosophy and goals, service standards, job performance and productivity standards and special program development and implementation
6. Facilitate the identification of district and school actions to support students, parents, and families ensuring all students are career and college ready.
7. Promote supportive and culturally-responsive learning environment that foster academic achievement of all students.
8. Develop, organize and implement professional development opportunities for district, building, and program staff with an emphasis on racial and equity awareness.
9. Collaborate with district administrators to develop, lead, and implement a systematic process that identifies and addresses inequalities and other experience that create barriers to student engagement and achievement.
10. Promote and implement district and site-based approaches to community access and engagement.
11. Develop and implement systems and procedures to address the needs of culturally and linguistically-diverse students, parents, and families.
12. Utilize relevant data resources to track and analyze diversity, equity and outreach strategies within the district and community.
13. Implement review, and comply with federal and state laws and district policies
14. Ability to collect, analyze and use assessment, personnel, student, and other data
15. Perform additional duties as assigned by the Superintendent.

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

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, any time.*