



EQUITY, INSTRUCTION AND PARTNERSHIPS ADMINISTRATOR

This position coordinates the district's equity, diversity and inclusion initiatives. This includes advising staff, overseeing professional learning opportunities, improving instruction, and partnering with the community to further the district's equity stance and goals. The primary goals of this position are to support the use of effective and culturally responsive instructional practices that ensure all students are successful, and to cultivate partnerships and resources that address the achievement and opportunity gaps facing historically underserved students.

Position Summary

1. Oversees and coordinates equity, diversity, and inclusion initiatives.
2. Engages classified, certified, administrators, staff, families and students to build a welcoming and inclusive culture at the Eugene School District 4J.
3. Serves as staff liaison to support district efforts to improve equity, including the Equity Committee and the Oregon Leadership Network.
4. Coordinates training initiatives on cultural competency, racial and gender differences, disability, sexual harassment, and other topics designed to increase awareness and support of equity and inclusion values, and maintaining compliance with applicable laws.
5. Plans and delivers professional development and coaching, focusing on integrating culturally responsive practices into all aspects of service delivery, prioritizing improving culturally relevant instruction.
6. Plan, coordinate, assist and consult with district and building level staff regarding equity and diversity matters concerning staff, students and families.
7. Identifies and leverages resources through grants and partnerships that expand the district's capacity to engage in equity, diversity and inclusion efforts.

Supervisory Relationship

This position reports to the Assistant Superintendent for Instruction and may have supervisory responsibility for professional and/or classified staff.

Essential Functions

1. Works collaboratively with District-level instructional leaders to support the use of culturally relevant pedagogy and practice.
2. Plans, guides and advises staff on diversity, equity and inclusion matters.
3. Develops and provides training, professional development and coaching to improve cultural competence, instruction, and a climate of equity and inclusion.
4. Provides support to district-wide diversity efforts and multicultural event programming.

5. Promotes district commitment to a climate of equity and inclusion through collaboration and partnerships inside and outside the District.
6. Gathers, researches and analyzes data for use in reporting to meet federal and state requirements in the area of equity, diversity and inclusion.
7. Works with Human Resources to develop recruitment strategies that attract underrepresented candidates.
8. Assists with compliance and development of policies and procedures related to equity, diversity and inclusion.
9. Manages the department budget, including developing budget proposals, justifying expenses and monitoring accounts.
10. Manages complex projects with up-to-date information technology knowledge and determines which new technologies are needed to successfully solve problems.
11. Stays abreast of advances in the area of diversity and improving equity, and prepares written materials (e.g. procedures, training modules and materials, protocols, reports, memos, letters, budgets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
12. Perform other duties and assume other responsibilities as assigned.

Required Knowledge, Skills and Abilities

1. Demonstrated knowledge of curriculum and instruction, including culturally responsive practices.
2. Ability to relate effectively with the communities of color, students, and school staffs; ability to gain the trust of stakeholders with diverse backgrounds and establish credibility.
3. Ability to interact effectively with and provide guidance to staff, students, parents and community members.
4. Skill at negotiating and consensus building to support administrative decisions and programs.
5. Ability to lead and manage professional and classified staff.
6. Effective oral and written communication skills.
7. Skill at budget preparation and management.
8. Ability to interact with a wide variety of internal and external stakeholders.
9. Detail-oriented with excellent analytical and problem-solving skills.
10. Ability to effectively manage time and a variety of responsibilities.

11. Knowledge of data privacy practices and laws; experience with windows-based computing environment.
12. Ability to work effectively with faculty, staff and administrators to develop and implement educational best practices in area of equity, diversity and culturally relevant instruction.

Minimum Qualifications

Education

- Minimum of Master’s degree in Education, Sociology, Ethnic Studies or related fields and a valid TSPC Administrator’s license required.

Experience

- Three (3) years of experience in a multicultural, multiethnic school/community environment, preferably as a teacher, instructional coach, or professional development specialist.
- Three (3) years of experience in providing systemic professional development that improves instruction and learning at the classroom level.
- Equivalent combination of training, experience, and qualifications is considered. Applicants are responsible to show how their personal training and experience would qualify them for the position.

Work Environment

Employees work in a fast-paced office environment and may be required to work nights and weekends as needed.

ADDITIONAL INFORMATION	
Employee Unit	4J MAPS Association
Pay Grade	Grade 11 – 12 month
Developed by	<i>Charis McGaughy, Assistant Superintendent for Instruction</i>
Approved by	Cydney Vandercar - Director of Human Resources
Last revised	July 18, 2017