

**HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION**

Director of Equity

IMMEDIATE SUPERVISOR Assistant Superintendent of Human Resources

GENERAL DUTIES

The Director of Equity will promote a culture of inclusion and embracing differences as a strategic opportunity towards leading the District's efforts to build a culture of equity and inclusion for all students, families, employees and community. The position has the responsibility for guiding efforts to conceptualize, define, assess, nurture, and cultivate diversity as an institutional and educational resource. The position defines the District's mission by providing direction and coordinating leadership for promoting equity through a cross disciplinary approach institution-wide.

ESSENTIAL REQUIREMENTS

- A. Preferred Master's Degree in Education with administrative emphasis
- B. A valid State of Oregon Administrative license appropriate for the position
- C. Excellent communication skills
- D. Knowledge and experience in dealing with other cultures represented by the community
- E. Demonstrated excellence in written and oral communication skills
- F. Demonstrate successful experience in dealing with professional staff and parents
- G. Ability to work well in a team environment
- H. Knowledge of District policies and procedures
- I. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- J. Maintain integrity of confidential information relating to students, staff, or district patrons
- K. The ability to work harmoniously with others.

ESSENTIAL RESPONSIBILITIES

- A. Oversee the development, implementation, and evaluation of the Equity Strategy within the District's Strategic Plan
- B. Design and coordinate administrative professional development in the area of equity and social justice
- C. Work collaboratively with the District Compliance Officer and supervise the processes by which the District investigates concerns and complaints in areas of equity
- D. Ensure anti-bullying and harassment policy is enforced in all schools
- E. Assure fair and consistent application and interpretation of District policies and/or State, Federal, and local regulations

- F. Assist the District and schools in resolving educational and diversity issues affecting educators, students, parents, and the community
- G. Assist educators in creating culturally supportive learning environments that ensures high expectations for the academic achievement of all students
- H. Conduct demographics and enrollment research
- I. Support school administrators on equity related issues for effective administration of all aspects of school programs
- J. Assist in the development implementation and application of personnel policies, practices, and procedures
- K. Assist administrators in hiring
- L. Lead the District Equity team
- M. Cultivate and model a respectful working and learning environment.

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)
 F – Frequently (2.5 – 5.5 hrs per day)
 NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)
 C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing	X				
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.		X			
*Lifting/Carrying Maximum weight: 40 lbs.		X			

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Pay Grade: Administrator – Pay Grade C
Last Revised: July 2011