

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION
JOB TITLE: DIVERSITY OFFICER

GENERAL STATEMENT OF JOB

Responsible for advancing diversity and inclusion strategy by setting the strategic direction, recommending, developing, implementing and managing all aspects of this strategy. The individual is responsible for managing a staff of professionals to implement the Board of Education's diversity strategy and its multiple components. Work closely with the Chief Human Resources Officer to provide insight, resources, tools and actions to advance diversity goals within the context of HR strategic goals. Reports to the Chief Student Services Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Develops drives and delivers the GCS integrated diversity strategy with demonstrable and measurable results. These include alignment of internal human resources policies and practices with GCS diversity strategic goals.

Manages the diversity staff, develop Diversity Office strategic goals, and support the Board of Education in their development as champions of diversity.

Collaborates effectively with the Superintendent and Chief Human Resources Officer to provide guidance and assistance in meeting GCS diversity objectives.

Serves as an integral member of the Superintendent's cabinet, and provides diversity guidance and direction to all GCS organizational units and program initiatives.

Serves as the chief advisor to the Board of Education in development and implementation of diversity initiatives.

Serves as GCS chief spokesperson and representative on diversity matters. Collaborates with GCS's District Relations department to ensure alignment of diversity messages in employee communications. Reviews external publications and messages to ensure consistency with GCS diversity strategy.

Oversees diversity program to ensure cost effectiveness.

ADDITIONAL JOB FUNCTIONS

Provides guidance and support to the Guilford County School diversity council.

Provides leadership in the development of diversity conferences, workshops, research and publications projects, consultation, and support for diversity council meetings and projects; provides personal leadership to most important initiatives.

Provides guidance and counsel on diversity to all GCS cabinet and senior staff members, working groups, and research.

Proposes and leads in the creation of new programs.

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Implements a comprehensive diversity strategy that includes vendor supplier development.

Develops an annual diversity report for Board of Education, Superintendent, and the public.

Serves on the GCS Diversity Council.

Works closely with other cabinet members, especially the Chief Human Resources Officer, Chief Financial Officer, Chief Operations Officer, and the Executive Director of District Relations.

Other duties and responsibilities may be assigned as appropriate by Superintendent.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Masters Degree in communication, HR, organizational development or other business related field and 10 or more years of senior level diversity leadership experience required, preferably in a government setting, or any equivalent combination of training and experience which provides the required combination of knowledge, skills, and abilities.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

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Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, billing statements, invoices, and financial statements using proper format. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and government terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Executive leadership and management skills including the ability to motivate and develop staff to enable them to achieve superior results and meet GCS diversity objectives.

Superior interpersonal, persuasive communications, compelling presentation and effective writing skills. Must also possess highly developed business acumen.

Demonstrated diversity management experience that includes developing and managing large scale diversity initiatives in complex corporate, academic, or non-profit

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environments; diversity communications strategies; external diversity relations; employee training; executive development, and presentation to board of directors and senior management.

Executive-level experience and expertise to bear on the issues of measurements, communication and education, and emerging trends in diversity thinking.

Considerable skills and business maturity in managing a diversity agenda, interacting with and influencing executive decision makers, offering consulting resources and communicating to build relationships and credibility for self.

Demonstrated ability to work effectively with a variety of internal and external constituencies from varied and diverse backgrounds, including line and executive staff, and persons representing industry, corporate, government, and community organizations.

Experience in consulting with internal and external clients to help them measure and achieve desired program outcomes.

Ability to take personal accountability for achieving results.

Demonstrated executive leadership, ethical and professional standards.

Ten or more years of senior level diversity leadership experience required.

Demonstrated results in organizational assessment; diversity strategic plan development and implementation; and development of diversity initiative that had a positive impact on a large organization.

A dedication to continuing education, professional development and formal education or certification in diversity management is preferred.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.