

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: EXECUTIVE DIRECTOR – EQUITY IN STUDENT ACHIEVEMENT

GENERAL STATEMENT OF JOB

Responsible for advancing diversity and inclusion strategy by setting strategic direction, recommending, developing, implementing and managing all aspects of this strategy. Under limited supervision, performs a variety of tasks to assist in coordinating the successful implementation of diversity initiatives, programs, and curriculum as aligned with North Carolina Standard Course of Study. Employee works collaboratively with the offices of Professional Development, Student Services, Character Development, Curriculum and Instruction, Exceptional Children and other GCS areas. Employee is able to effectively express ideas orally and in writing, and possesses skill and background in developing program and training content as appropriate to facilitate district needs. Employee assesses the presence of cultural and gender-biases in current curriculum, practices, and standards present in GCS. Employee trains certified staff in developing strategies and techniques for assessing and increasing black male student achievement. Under general supervision, employee performs a variety of administrative tasks including coordinating the district's African-American Male initiative. The individual is responsible for managing a staff of professionals to implement the Board of Education's diversity strategy and its multiple components. Reports to the Chief Students 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, develops Diversity Office strategic goals, and supports the Board of Education in their development as champions of diversity.

Collaborates with GCS's District Relations department to ensure alignment of diversity messages in employee communications.

Oversees implementation plan and delivers the GCS integrated African American Male Initiative strategies with demonstrable and measurable results. These include alignment with the Common Core and Essential Standards curriculum, development of best practices for implementation throughout the district, and initiating and leading continuous staff development.

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Develops and coordinates on-going professional development in the areas of culturally relevant pedagogy and culturally responsive classroom management to all district school staff and administrators.

Assists PK through 12 teachers and administrators in developing multi-cultural instructional content for improving overall student achievement; provides instructional strategies and various tools to aid the instructional process.

Serves as a liaison to the Curriculum and Instruction department, providing leadership, training and monitoring in the areas of culturally responsive curriculum and instruction.

Gathers data, maintains records, and assists with the overall evaluation of African American pilot program in the system. Utilizes short term and long-term data to determine effective strategies for project implementation and increasing achievement.

Provides updates on implementation, data collection and analysis, teacher feedback, and implementation process.

Recognizes and provides strategies to build early literacy achievement, especially among African American male students.

Serves as GCS representative on African American Male Achievement Initiative matters.

Provides support to teachers in their classrooms through coaching.

ADDITIONAL JOB FUNCTIONS

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.

Works closely with other cabinet members, especially the Chief Academic Officer, Chief of Schools, Chief Human Resources Officer, Chief Financial Officer, Chief Operations Officer, and Chief of Staff.

Completes all reports, memos, documentation and other necessary paperwork in a timely and professional manner. Provides support for schools and regions. Performs other related work as requested.

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

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Performs other related work as required by Chief Academic Officer.

MINIMUM TRAINING AND EXPERIENCE

Master's degree and 3 to 5 years of administrative experience or any equivalent combination of training and experience which provides the required 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.

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.

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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.

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

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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.

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.