ARLINGTON PUBLIC SCHOOLS

JOB DESCRIPTION

Position: Director of Diversity, Equity and Inclusion

Job Goal: The Director of Diversity, Equity and Inclusion is responsible for guiding efforts and creating opportunities to define, assess, and promote diversity, equity and inclusion, educational and employment opportunities, and antiracist education. The Director of Diversity, Equity and Inclusion works in collaboration with the Assistant Superintendent and Curriculum Directors on curriculum initiatives and professional development. The Director works on faculty hiring, staff recruiting and retention initiatives in collaboration with the Human Resources Director and District Administrators.

Qualifications:

- Master's Degree preferred. Current and valid MA DESE administrator's license or eligibility for licensure within the first year of employment is required.
- Experience working with school-aged youth.
- Experience with culturally responsive teaching practices and experience coaching adults to improve these practices.
- Ability to work cooperatively in a diverse community.
- Experience working with other professionals to develop programming, curriculum and professional development.
- Expertise in identifying, collecting, and analyzing data necessary to assess institutional climate and develop key instructional strategies to promote an inclusive and positive learning environment for all students.
- Exceptional communications skills. De-escalation, mediation and supervisory skills.
- Thorough knowledge of techniques of staff development, learning and family systems as well as of family and community engagement frameworks.
- Successful experience in strategic planning, goal development, and budgeting.
- Ability to interact effectively with principals, administrators, students and community leaders in support of family and community engagement at local schools.
- Ability to create and lead ongoing training and professional development to deepen the understanding and respect for diversity, equity and inclusion
- Strong technology skills, including Google applications, Microsoft Office, and other platforms.

Job Responsibilities:

Diversity, Equity and Inclusion:

- Supports the district's diversity, equity, and inclusion initiatives and programming by defining clear goals and objectives.
- Advocates for the necessary resources to promote equitable practices of diversity and inclusion.
- Develops comprehensive, ongoing professional development opportunities for students and staff that seeks to broaden understanding of identity development.
- Measures the effectiveness of diversity initiatives and leads district discussions which support students, faculty, and staff in advancing the diversity, equity and inclusion agenda.
- Provides leadership and assessment of professional development opportunities for administrators, faculty, and staff in key areas related to diversity and inclusion.
- Provides resources and expertise on access and equity, including knowledge of nondiscrimination laws, regulations, and policies and procedures for effectively responding to bias incidents.
- Examines institutional practices and potential barriers to employee recruitment, hiring and retention that promote and align with the Arlington Public Schools' mission and vision.
- Participates actively in the recruitment, development, and retention of a diverse faculty and staff, promoting avenues for increased access and inclusion through adequate professional development and training.

Community Relations and Communication:

- Builds, develops, and maintains strong relationships with elected officials, staff, community leaders, faith leaders, businesses, parent leaders, and community organizations in support of students, schools and communities.
- Partner with school leaders to build long term vision for family engagement including leadership and advocacy, parent education, and other forms of engagement with stakeholders.
- Attends school and public events as a representative of the Arlington Public Schools.
- Works collaboratively with the Town of Arlington's Diversity, Equity and Inclusion Coordinator.
- Communicates regularly with the Superintendent and District Leadership Team.
- Engage, promote and participate in antiracist and other anti bias education efforts in the District.

Other:

- Responsible for completion of other professional tasks as may be assigned by the Superintendent.

REPORTS TO: Superintendent of Schools

SALARY AND BENEFITS: $105,000-$115,000 per year. Non bargaining unit position. Health insurance and other benefits in accordance with Town and School benefit packages open to all benefit-eligible employees.

Physical Requirements: Work is generally performed in office and school settings Ability to travel to different District schools throughout the week and occasionally outside of Arlington. Ability to work evening and occasional weekend hours.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Arlington values diversity. We strongly encourage candidates of varied backgrounds, including people of color, persons with disabilities and others to apply.