

The Assistant Director of Equity & Inclusion is a specialized assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing planning, implementation and development of the area of assignment. The Assistant Director will work closely with the Department Director and ensure that departmental programs are established and effectively carried out efficiently and effectively. The Assistant Director shall serve as the program area lead and as a key resource person for the implementation of assigned programs. The Assistant Director reports to the Director of the Department and works collaboratively with other staff throughout the district, including school administrators in supporting the professional development of the district.

Chain of Command

The Assistant Director of Equity & Inclusion reports to the Director of Professional Growth & Development.

Competencies of the Assistant Director

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Transformational Leadership:** Assumes leadership of a group to rapidly address the need for change within an organization.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Communication:** Effectively communicates to audiences in diverse situations through strong written and verbal communication skills.
- **Developing Others:** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn and increase capabilities.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting-edge programs/processes.
- **Vision:** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.

Essential Duties

- Provides leadership, training, consultation, and support to administrators, teachers, and school-based leadership teams focused on Educational & Workplace Equity (Policy ACB).
- Collaborate with District and school leaders in creating equitable services, practices, and policies.
- Coordinates professional development activities for administrators, certified, and support staff.
- Develop and coordinate the Professional Growth Plan to provide for the district-wide, comprehensive onboarding and professional development for Educational Support Professionals in collaboration with cabinet and District directors.
- Provides leadership and consultation to various district committees and local organizations.
- Lead legal hiring processes, supervise, and evaluate daily activities of staff.
- Support and lead ongoing activities and projects within the Professional Growth & Development department.
- Attend and facilitate departmental and District meetings as appropriate.
- Work with various district teams to support the goals and mission of the District.
- Performs other duties as assigned/required.

Minimum Qualifications

Bachelor's degree in Equity, Diversity, & Inclusion, Education Leadership, Curriculum and Instruction, or Adult Learning; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Preferred Qualifications

- Advanced Degree in Equity, Diversity, & Inclusion, Education Leadership, Curriculum and Instruction, or Adult Learning; or Equivalent
- Training or professional experience in the areas of Equity, Diversity, & Inclusion
- Experience with facilitating adult learning
- Experience in school systems

Licensing/Certification Requirements

Valid AZ Fingerprint Clearance Card required.

Date Revised

02/27/2023