

**ASSOCIATE DIRECTOR OF EQUITY**

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- TITLE:** ASSOCIATE DIRECTOR OF EQUITY
- REPORTS TO:** DIRECTOR OF COMMUNITY/SCHOOL/SBDM
- SUPERVISES:** Support staff of the department
- JOB FUNCTION:** Serve as District Civil Rights Compliance Officer; receive, investigate and resolve complaints of civil rights violations and employee misconduct; to monitor and review policies and procedures as implemented in the Fayette County Public School System for equity relative to the District's students, parents/guardians, faculty, staff, and community; to serve as a customer service agent on behalf of the district, respond to and disseminate concerns to appropriate staff.

**DUTIES AND RESPONSIBILITIES:**

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- Perform research, interpret data, and prepare reports.
- Provides leadership and supervision for the office of Customer Service and Community Relations.
- Analyze policies and procedures currently in use by the District; make recommendations to improve or rectify inequities in policies and procedures.
- Investigate, facilitate, and resolve informal complaints filed by parents on behalf of their children.
- Provides leadership for the planning, design and coordination of district-wide events including public education fairs, neighborhood meetings, public forums, and recognition programs.
- Assumes responsibility for providing coordination for surveys that focus on determining the public's confidence in the Fayette County Public Schools, and works in collaboration with the data research and development areas on survey projects.
- Prepares budgets for the Department of Customer Service and Community Relations.
- Upon request, provide staff with appropriate strategies/interventions to meet the needs of all students.

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**DUTIES AND RESPONSIBILITIES (CONT.):**

- Serve as a liaison for the Equity Council.
- Monitor progress and perform follow-up procedures for Equity Council recommendations.
- Perform other duties as assigned.
- Maintains regular attendance.

**KNOWLEDGE AND ABILITIES:**

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**KNOWLEDGE OF:**

- Management and leadership qualities
- Interpersonal skills using diplomacy, tact, patience, and courtesy
- Kentucky Education Reform Act of 1990
- District organization and objectives
- Federal, state, and district policy and administrative procedures

**ABILITY TO:**

- Analyze policies and procedures for equity and make recommendations to rectify inequities
- Work diplomatically and tactfully with a diverse group of people
- Listen
- Budget and use time efficiently
- Utilize problem-solving techniques
- Regular attendance

**EDUCATION AND EXPERIENCE:**

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- Bachelor's Degree in education, public relations or a related field
- Experience in a public relations program or department in an educational setting (preferred)
- Knowledge of special education (preferred)
- Experience in Conflict Resolution, Harassment and Discrimination, EEO compliance issues, reporting and customer service (preferred)

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LICENSES AND OTHER REQUIREMENTS:

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- None

*Original Date: 07/2012*

*Revision: 01/2015*