

State Job #8485
Chief Diversity, Equity, and Inclusion Officer

TITLE: Chief Diversity, Equity, and Inclusion Officer

REPORTS TO: Superintendent or Designee

SUPERVISES: Assigned Staff

JOB FUNCTION: Under the general direction of the Superintendent, is responsible for support service regarding diversity, equity, and inclusion issues

MEASURES OF SUCCESS:

- Increase in district and school training regarding equity and a culture of inclusion as indicated through professional learning opportunities.
- Improve implementation of non-negotiables by schools as indicated by self-assessment by principle and discussion during data consults.
- Improved central office support for school implementation on non-negotiables
- Increased focus on equitable policies and practices as indicated in district policies and procedures.

DUTIES AND RESPONSIBILITIES:

- Assume a leadership role that promotes a district commitment to a climate of equity, diversity, and inclusion through interaction with the Board of Education, administration, employees, students, and the community.
- Provide coordination, consultation, and assistance to the Superintendent and executive leadership team on diversity, equity and inclusion matters related to students, staff, and families.
- Advise and support the Superintendent, designated staff, and Board of Education on matters related to diversity, equity, and inclusion.
- Promote and maintain a focus on continuous improvement of student achievement and eliminating achievement gaps.
- Develop and implement Districtwide training to promote cultural proficiency and competency and a climate of diversity, equity, and inclusion.
- Provide leadership for the development, implementation, and evaluation of the District's equity plan, including regular reports on progress toward goals.

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- Review current and historic data and conduct root causes analysis of outcomes as related to equity; develop strategies and plan for implementation of policies; and monitor progress and fidelity of equity strategy implementation.
- Develop and implement systems and procedures to address the needs of culturally and linguistically diverse students, parents, and families.
- Provide strategic guidance for training initiatives on topics such as cultural competency, gender and sexual differences, disability, and other topics designed to increase awareness and support of equity and inclusion.
- Cultivate and model a working and learning environment respectful of the diverse academic, socioeconomic, ethnic, religious, gender, sexual orientation, and cultural backgrounds of students, staff, and families
- Represent the district to external community, organizations, and agencies. Collaborates with external and internal constituency groups, including students, to promote and advance diversity, equity, and inclusion.
- Coordinate the work of the FCPS Equity Council
- Stay apprised of world, national, and local current events and provide guidance and strategic response for the district.
- Represent the District in regional and local associations, civic clubs, ethnic, and non-profit organizations, and boards; sponsor and support student groups such as Black Student Union, LGBTQ, and other affinity groups.
- Work with Human Resources to develop recruitment strategies that attract underrepresented and a more diverse workforce and talent pool.
- Meet regularly with staff from various departments, divisions, and offices to resolve issues, communicate new developments, support initiatives, and to assure operating objectives are understood and accomplished.
- Collaborate with community members, stakeholders, businesses, local elected officials that impact the goals of diversity, equity, and inclusion.
- Collaborate with district leadership regarding the development and implementation of effective and efficient practices and strategies in the areas of diversity, equity, and inclusion.
- Manage the department budget, including developing budget proposals, justifying expenses and monitoring accounts.
- Work cooperatively with co-workers.
- Maintain regular attendance.
- Perform other duties as assigned.

JOB REQUIREMENTS/QUALIFICATIONS:

- Strong history of exemplary performance in a leadership/support role
- Proven ability to plan, organize, implement, evaluate, and modify effective and efficient programs, systems and processes that result in positive support for schools

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- Knowledge and ability to clearly communicate district goals and objectives, especially as they relate to the enhancement of student achievement
- Excellent verbal and written communication skills
- Excellent analytical and organizational skills
- Ability to promote and develop a cooperative work environment

PHYSICAL DEMANDS:

- Work is performed while standing, sitting, and/or walking
- Requires the ability to communicate effectively using speech, vision, and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push, or pull light weights

EDUCATION AND EXPERIENCE:

- Bachelor's degree in related field from an accredited university. Master's degree preferred
- Three (3) years of demonstrated equity-focused leadership practice. Experience as a campus or district administrator preferred.
- Experience in creating and facilitating DEI training and professional development

LICENSES AND OTHER REQUIREMENTS:

- None

Original Date: 08/2004
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Administrative Additive Level 9