

State Job #8485

SENIOR DIRECTOR OF EQUITY, SCHOOL SUPPORT AND COMMUNITY ENGAGEMENT

- TITLE:** Senior Director of Equity, School Support and Community Engagement
- REPORTS TO:** Superintendent
- SUPERVISES:** Communications and Community Relations Staff; Switchboard Staff and Printing Staff; Manager of Instructional TV, Equity Resource Specialist
- JOB FUNCTION:** Under the general director of the Superintendent, is responsible for support service regarding SBDM, equity issues and district communication

DUTIES AND RESPONSIBILITIES:

- Consults with the Superintendent and other personnel on questions relating to the support and implementation of SBDM, equity and communications
- Collaborates with district leadership regarding the development and implementation of effective and efficient practices and strategies in the arrears of SBDM, equity and communications
- Coordinates trainings for SBDM council members as needed
- Provides current information from KDE and assists councils with all KDE requirements
- Assists councils with policy development and other SBDM practices with emphasis on policies and practices designed to assist all students achieve at high levels
- Assists councils in data analysis regarding equity issues
- Work with external government, community and private entities in efforts to achieve district goals
- Oversees and coordinates the work of the Department of Communications/Community Relations and Channel 13
- Serve as a member of the Superintendent's Cabinet and participates in management meetings to discuss district-wide issues
- Meets regularly with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished
- Work cooperatively with co-workers
- Maintain regular attendance
- Perform other duties as assigned

JOB REQUIREMENTS//QUALIFICATIONS:

- Possess a strong history of exemplary performance in a leadership/support role
- Clear working knowledge of SBDM law, policies and practices
- 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 public relations, communications, or related field
- Two (2) years of professional experience in a public relations program or department in an educational setting

LICENSES AND OTHER REQUIREMENTS:

- None

Original Date: 08/2004

Revision Date: 07/2012

Revision Date: 01/2015