

CHIEF EQUITY AND DIVERSITY OFFICER (Schools)

DISTINGUISHING FEATURES OF THE CLASS: A Chief Equity and Diversity Officer (Schools) is responsible for leading the development and implementation of the District's diversity, equity and inclusion initiatives. This position will collaborate with County agencies, Youth Bureau, community stakeholders and state-wide and national organizations to establish equity as a shared value across the organization. The incumbent is responsible for facilitating dialogue and organizational practices that support the development and adoption of equity as a shared value. The position will serve as the technical expert in addressing equity as it is applied to District-wide policies, programs, practices, training, contracts and budget decisions. The incumbent will collaborate with stakeholder groups and employees to facilitate an organizational culture that institutionalizes the use of an equity lens designed to address institutional barriers that interfere with access and equitable service delivery. The work is performed under the general supervision of the School Superintendent or designee with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of subordinate employees. A Chief Equity and Diversity Officer (Schools) does related work as required.

TYPICAL WORK ACTIVITIES:

- Implements the District's Diversity & Inclusion policy & goals;
- Participates in community, regional and statewide equity collaborations on behalf of the District;
- Promotes diversity goals through professional development trainings and in-service opportunities for the community, staff and students;
- Provides expert technical guidance and leadership to school officials and external partners on equity and social justice issues affecting the District;
- Works collaboratively with stakeholders to implement best practices related to diversity, equity and inclusion, including the recruitment and retention of personnel;
- Directs, evaluates and coordinates analyses and recommendations regarding race and equity policy issues and long-term plans to address District needs and services;
- Monitor the development and use of processes for evaluating, investigating and responding to reports of bias-related incidents in collaboration with appropriate District officials;
- May develop and implement budgets, cost containment procedures, and program improvement measures;
- Ensure ongoing attentiveness to the District's value of inclusivity through active participation in the District's strategic planning, comprehensive education planning and safety committee;
- Conduct regular national best practices research and comparative analyses to ensure the District's continued progress as a leader in diversity, equity and inclusion;
- Develop and/or carefully search out the best available training opportunities for District employees

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Knowledge of the District's Diversity & Inclusion Plan and Policy;
- Knowledge of concepts, national trends, and current issues related to equity, diversity and inclusion;
- Skill in developing training curriculum and facilitation;
- A passion for advancing racial equity and social justice solutions;
- A demonstrated commitment to community building and engagement;
- Experience and a working understanding of the effective methods of organizational and institutional change;
- Adept at implementing and achieving solutions that are driven by data and leads of measurable outcomes;
- Experience with public policy development and implementation;
- Excellent written communication skills, including analytical report writing;
- Excellent written and verbal communication skills to work effectively with the public, school officials, diverse populations and organizations and/or groups;
- Ability to understand and communicate the difference between technical and policy issues and to define the implications of any policy choices for school officials;
- Candidate must possess and display tact, integrity, excellent moral character, good judgment and resourcefulness;
- Excellent computer skills that include presentation software, Microsoft Excel, Word and Access;
- Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

MINIMUM QUALIFICATIONS: Either:

A) Graduation from an accredited college or university with a Master's Degree in sociology, education, public administration, ethnic studies, communication or a closely related; OR

B) Graduation from an accredited college or university with a Bachelor's degree in sociology, education, public administration, ethnic studies, communication or a closely related field AND two years of progressively responsible full time paid (or the equivalent part time) administrative, management or teaching experience; OR

C) Any combination of training and experience equal to or greater than that described in (A), or (B) above.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 6/4/20