

## ***DRAFT***

### **Proposed Position: Director of Diversity, Equity, Inclusion, and Justice; 2022-23 School Year**

**Rationale:** The ORCSD Strategic Plan includes the addition of a Director of Diversity, Equity, Inclusion, and Justice (DEIJ). The workload on the Superintendent and Assistant Superintendent around DEIJ is now at a level that warrants the inclusion of this position in the proposed 2022-23 school year. In addition, our principals, faculty, and staff need a dedicated leadership team member who can offer guidance around this complex and critically necessary work.

The district has been engaged in DEIJ work for six years, and the demands for our collective learning in this area continue to increase, as the Oyster River community is becoming more diverse. The sustainability of this work is dependent on the addition of this role to the senior leadership team. In 2021-22, both Manchester and Exeter school districts have created similar leadership positions, and many private K-12 schools have had DEIJ-type positions for several years.

#### **Proposed Job Description:**

**JOB TITLE:** Director of Diversity, Equity, Inclusion, & Justice

**SALARY RANGE:** \$95,00 - \$105,000 with exceptional benefits

**REPORTS TO:** Superintendent of Schools & Assistant Superintendent of Schools

**JOB OR POSITION SUMMARY:** The Director of Diversity, Equity, Inclusion, and Justice is an integral member of the Oyster River Community School District senior leadership team and is responsible for guiding DEIJ efforts while also creating opportunities to define, assess, and promote diversity, equity, inclusion, and justice. The Director works closely with a variety of stakeholders and is responsible for prioritizing and operationalizing DEIJ initiatives, particularly those dealing with curriculum (in collaboration with the Assistant Superintendent), the advancement of cultural competency of the organization, faculty/staff recruitment and retention, and professional development.

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Recognizes and explicitly communicates the need to center the concepts of inclusivity, equity, and justice within SAU 5 and helps shape compassionate, equitable, and humanizing policies, practices, and procedures throughout the district.
2. Leads school-based DEIJ teams focused on the development and implementation of equitable programs, practices, and policies in order to build capacity around DEIJ work among faculty and staff.
3. Serves as a member of and trainer for the SAU senior leadership team focused on creating, implementing, supporting, and sustaining anti-racist, anti-biased, and social and environmental justice-focused efforts, including support with special programs.
4. Communicates professionally to a broad range of stakeholders using various mediums and modes that includes, but is not limited to, classroom/school visitation, social media platforms, public speaking events, school board meetings, and moderated public forums.
5. Plans and leads professional learning experiences throughout the year to address ongoing and ad-hoc needs around issues of diversity, equity, inclusion, and justice.
6. Collaborates with the senior leadership team to create, implement, and monitor systems and programs designed to ensure fair and equitable treatment of all faculty, staff, and students and assists leadership in addressing discriminatory acts, processes, and policies in the district, including working to repair relationships among consenting parties.
7. Oversees the development and facilitation of SAU-wide DEIJ interest groups while assisting schools with identity-focused affinity groups.

8. Develops ongoing assessment, evaluation, and reflection tools and leads progress monitoring efforts toward success around our DEIJ goals.
9. Assists the Superintendent's Equity and Antiracism Team in preparing for and supporting district-wide initiatives around DEIJ.
10. Serves as a regular and active listener to employees, students, school board, and community members to both gain insight into current concerns and assess the effectiveness of the districts' approaches to equity, inclusion, antiracism, and anti-bias strategies.
11. Collaborates with faculty/staff to facilitate the understanding that sustainability, equity, and justice issues are inextricably linked and combine environmental, social, economic, and cultural factors in complex and dynamic ways.
12. Works creatively with the Assistant Superintendent, and the HR Coordinator on recruiting and hiring to attract diverse qualified candidates and invest in the conditions for their growth and retention.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

1. Evidence of experience working with and competence around diversity, equity, inclusion, and justice content.
2. Knowledge of State of New Hampshire and federal regulations and policies regarding personnel matters and employment as they relate to civil rights, Title IX, and HB2.
3. Ability to organize, manage time, prioritize tasks, and keep careful records.
4. Exemplary skills in written and oral language with the ability to communicate respectfully, clearly, and concisely by telephone, in person, and in written form.
5. Ability to demonstrate a high level of empathy, integrity, commitment, and work ethic.
6. Ability to apply diplomatic techniques in all district-related matters and maintain strict confidentiality in sensitive matters.
7. Ability to analyze and synthesize complex data.
8. Ability to establish and maintain effective working relationships with staff, administration, students, and members of the wider community.
9. Ability to work effectively as a team member and remain calm, flexible, and work effectively under pressure.
10. Ability to use technology to advance productivity and efficiency in order to fulfill job functions.

## **EXPERIENCE AND/OR EDUCATION REQUIREMENTS**

1. Bachelor's degree in human relations, ethnic studies, sociology, or other social impact discipline. Master's preferred.
2. Graduate responsibilities and/or life experience in supporting diversity, equity, inclusion, and justice efforts in an education or non-profit setting.
3. The ideal candidate must have the proven ability to engage in effective conversations about race, have historical knowledge of the many forms of oppression, and understand different forms of bias and how to respond effectively to instances of oppression, discrimination or bias, all while building the capacity of doing so in others.
4. Successful NH State Police criminal records check and FBI Fingerprint Clearance Report and Disclosure Statement in accordance with state law.

Benefits are regionally competitive.

Work Day: This is a salaried position that will require a normal workday and evenings. Work Year: 260 days (includes paid vacation and paid holidays)

**We invite qualified applicants to click here to visit our online application submission service on the SAU 5 website or visit SAU 5 (Oyster River Cooperative School District) website.**