

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

COORDINATOR of DIVERSITY and EQUITY

Minimum Qualifications:

- Master's degree or higher in education related field.
- Five years or more of successful leadership experience in education or public agencies.
- Demonstrated ability in working collaboratively with diverse constituencies including classroom teachers, principals, district administrators, support specialists, community, agency staff, regional service providers and ODE.
- The candidate should have a demonstrated knowledge and experience with equity initiatives, diversity training/education, inclusive practices, and program design.
- Clear track record of leading effective teams, and developing relationships with key stakeholders.
- Proficient in Microsoft Word, Excel, and Power Point.
- Excellent interpersonal skills.
- Demonstrated ability to prioritize multiple assignments and meet deadlines with minimal direction.
- Demonstrated skill in oral and written communications.
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and Board policies.
- Valid Ohio licensure as an administrator or able to obtain one.
- Additional administrative experience in the following areas is desirable:
 - Staff Development
 - Instructional Leadership
 - Data analysis
 - Cultural Competence
 - Culturally Responsive teaching
 - Equity/Diversity initiatives
 - Inclusive practices

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports to: Director of Professional Learning

Job Objective:

Coordinate the agency's strategic initiatives in the areas of equity, diversity, and inclusion. In partnership with other agency leadership, the Coordinator will advance equity initiatives in programs, services and operations of the agency. Additionally, the Coordinator will foster inclusive practices for all students, families, employees and the communities served. The Coordinator of Equity will guide efforts to define, assess, nurture, and cultivate diversity as an institutional and educational resource.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- The coordinator develops and ensures program opportunities support the needs of students/staff of various races, ethnicities, sexual orientations, gender identities, socio-economic classes, religious and spiritual traditions, ages and abilities.
- Develops and implements strategies to monitor and evaluate Agency-wide process toward eliminating the achievement disparities among students of all racial and economic groups.
- Collaborates with district staff to develop and sustain policies and practices that work to maintain high achievement and eliminate the racial and economic predictability and disproportionality of student achievement.
- Demonstrates knowledge and understanding of student/staff development with the ability to form strong advising, mentoring, and working relationships with students/staff of diverse backgrounds.
- Designs and coordinates professional development in the areas of equity, diversity, inclusive practices and social justice.
- Provides assistance, coaching and consultation to staff regarding equity and cultural competency.
- Exhibits a strong knowledge and appreciation of diversity and a sincere commitment to social justice and equality.
- Advocates for underrepresented and marginalized students/staff to support and sustain an Agency culture of collaboration, inclusion, and equity.
- Develops collaborative partnerships to enhance the work of equity and diversity.
- Communicates effectively and consistently with clients.
- Performs other specific job-related duties as assigned by Superintendent or his/her designee.

"Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio."

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the Agency.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

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