

# **East Union High School District**

**JOB TITLE:** Director of Equity, Diversity and Inclusion

## **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Under direction of the Associate Superintendent of Educational Services the Director of Equity, Diversity and Inclusion provides leadership and oversight of the District's responsibilities to provide a safe and non-discriminatory learning, living, and working environment for all members of the District community. The Director is the Uniform Complaint Procedure Officer for complaints against students, lead investigator, and Title IX Coordinator for staff and students. The Director collaborates with district staff for the development and implementation of a comprehensive program for monitoring and compliance with laws, policies, procedures, and practices relating to discrimination, harassment and retaliation on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws. The Director collaborates with staff for District-wide outreach, training and education for students, staff and families to support a culture of respect that is free from all forms of discrimination.

**SUPERVISOR:** Reports to the Associate Superintendent of Educational Services or designee

## **SPECIFIC FUNCTIONS AND DUTIES**

Tracks the reporting and serves as the lead investigator and overseer of the investigation and resolution of Uniform Complaints against students

Serves as the District's Compliance Officer

Serves as a member of and as an active participant in the Superintendent's cabinet

Supports the values of the District by overseeing institutional compliance efforts with equal opportunity and non-discrimination laws and practices and by strengthening a culture that supports a safe and non-discriminatory learning, and working environment

Serves as the District's Title IX Coordinator for staff and students

Works closely with the Director of Professional Development to develop, plan, and oversee a comprehensive training, education and awareness program for employees, students and families to sustain a respectful, supportive culture free from discrimination and harassment, and to build understanding of applicable laws, policies, procedures and practices regarding harassment and discrimination

Works closely with the Assessment and Accountability Department to receive, interpret and summarize data as related to civil rights and issues of equity in ESUHSD

Regularly meets with and trains employees to ensure the full implementation of the District's policies and procedures relating to discrimination and harassment

Monitors and ensures the overall implementation of state and federal civil rights laws for the District

Completes and submits the District's Civil Right Compliance Plan

Regularly reviews, and updates as appropriate, all related District policies, procedures and practices in accordance with applicable law and best practices

Prepares the District's responses to applicable federal and state agencies, including the U.S. Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the California Department of Education and the California Department of Fair Employment and Housing

Continuously reviews and seeks to identify patterns of discrimination and/or harassment and develops measures to address them

Regularly informs the Superintendent and Associate Superintendent of Educational Services of civil rights concerns and issues as they develop

Provides periodic reports to the District's Board of Trustees as appropriate

Acts as the key spokesperson for all aspects of civil rights compliance for the District under the direction of the Superintendent's Office

Provides public representation regarding District issues on various committees and before special interest groups, citizen groups, and other public meetings

Assists in the recruitment of staff with an equity mindset

Supporting sites in the development of FRISK communication and progressive discipline

Coordinates restorative practices and mediation involving employees

Performs other duties as assigned by the Superintendent or the Superintendent's designee

### **SKILLS AND KNOWLEDGE**

Depth of knowledge and ability to interpret laws and legal guidance related to Title IX, the Americans with Disability Act (ADA), Section 504 of the Rehabilitation Act of 1973, relevant

portions of the California Education Code and other federal and state laws and regulations pertaining to civil rights and/or persons with disabilities

Exceptional interpersonal skills and the ability to work collaboratively and interact effectively with employees, students, and community/government agencies

Excellent written and verbal communication skills; strong presentation and facilitation skills with an emphasis on education and training for a variety of constituencies

Knowledge of matters relevant to investigating civil rights complaints

Demonstrated leadership, organizational, planning, and management skills and the ability to prioritize multiple projects

Demonstrated experience with and commitment to working effectively with individuals from diverse backgrounds, in support of an inclusive and welcoming environment

Knowledge of assessment practices involving evaluation of outcomes-based measures and climate surveys

Ability to exercise a high level of discretion and manage confidential and sensitive matters

Demonstrated success as a strong and visionary leader

Collaborative, yet decisive in decision-making, seeking consensus whenever possible.

Ability to mitigate and manage conflicts and high-profile media scrutiny

A compassionate nature, a talent for listening, and a history of working with confidential and sensitive information

Strong analytical and critical thinking skills; ability to problem solve, analyze, summarize, and effectively present data

Deep sensitivity to and thorough understanding of the impact of trauma on individuals who have experienced sexual and gender-based harassment and other forms of interpersonal violence

Ability to act independently, take initiative, and exercise sound judgment

The courage and integrity to pursue action consistent with the goals of civil rights laws and District policy, even in the face of vocal or powerful opposition

Knowledge of Title VII and ability to work closely with appropriate District personnel on related matters

## **QUALIFICATIONS**

1. Bachelor's degree required in related field,
  - a. Master's degree preferred
  - b. Five years of increasing responsibility in K-12 public education or regulatory compliance is strongly preferred.
2. Valid California driver's license
3. Knowledge of:
  - a. Public information and communications principles and practices
  - b. School district laws, policies, and procedures
  - c. Computer software and other technology
4. Ability to:
  - a. Exhibit discretion and tact with information and communication received and given
  - b. Facilitate complaint/grievance procedures
  - c. Investigate complaints focused on civil rights
  - d. Prepare and present written and oral reports to diverse audiences that effectively represent the school district to the community
  - e. Work under time sensitive deadlines, pressure, and with frequent interruptions
  - f. Analyze information and to think critically
5. Bilingual preferred

## **WORK YEAR**

12-month position  
Certificated Administrative Salary Schedule  
216-218 Day Positive Work Year

## **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

1. Seldom = Less than 25%
  2. Occasional – 26%-50%
  3. Often = 51%-75%
  4. Frequent – above 76%
- a. Ability to work at a desk, conference table or in meetings of various configurations [4]
  - b. Ability to stand for extended periods of time [2]
  - c. Ability to see to read, prepare and proofread documents [4]
  - d. Ability to hear and understand speech at normal level [4]
  - e. Ability to communicate so that others will be able to clearly understand normal conversation [4]

- f. Ability to bend and twist, sit, stoop, kneel, push, and pull [4]
- g. Ability to lift 5-20 lbs. [2]
- h. Ability to carry 5-20 lbs. [2]
- I. Ability to operate office equipment [4]
- j. Ability to reach in all directions [4]

**WORKING ENVIRONMENT:**

Office environment

Required to travel by personal and/or district vehicle to and from District sites and to work at remote District sites as needed to perform work activities

**REASONABLE ACCOMODATION:**

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants

Approved: 06/07/2018 Bd Mtg  
Revised: 11/17/2022 Bd Mtg