Omaha Public Schools
Director of Equity and Diversity (130736337)

**Job Posting**

**Job Details**

**Title:** Director of Equity and Diversity

**Posting ID:** 130736337

**Description**

**Job Title:** Director Equity & Diversity

**Location:** Teacher Administrative Center (T.A.C.), 3215 Cuming St. Omaha NE 68131

**Reports to:** Superintendent and Chief Talent Officer

**Work Schedule/FSLA Status:** 12 month/ Exempt

**Salary Schedule:** Commensurate with education and experience

**Position Function:** The Director of Equity and Diversity is responsible for supervising the Department of Equity and Diversity by providing support to District Leadership Team (DLT) to assure that the District addresses its equity and diversity goals throughout the District. The Director is also responsible for serving as the ex-officio member of and staff liaison of the Diversity Equity Committee.

**Essential Performance Responsibilities:**

- Works collaboratively with appropriate staff members to develop equity and diversity goals and to ensure that the District’s equity and diversity goals are addressed in the areas of curriculum and instruction, special education, student support services, professional development, assessment and evaluation, student assignment, staff recruitment and assignment, Title IX compliance, Title VII compliance and family/community engagement.
- Serves as the District’s Title IX coordinator. Oversees and ensures compliance with applicable laws and regulations and develops policies and procedures.
- Conducts or reviews as appropriate Title IX and Title VII investigations as a result of complaints filed by students, staff and administrators. Provides mediation, as needed. Ensures written report of investigatory findings and disposition are prepared and maintain in a confidential file. Reports investigations to Superintendent.
- Develop and support facilitation of professional development for diversity (cultural proficiency) trainings for employees, works collaboratively with district-wide infusion of diversity (culture proficiency) in instructional practices.
- Works collaboratively with appropriate staff members to gather and analyze data regarding student achievement and other data of underserved students, students’ assignment, including the impact of student assignment on the ability of schools to recruit and maintain highly qualified diverse faculty and on the ability of schools to increase the involvement of students and parents in their schools.
- Serves on the DLT as designated by the Superintendent and other committees and community organizations that may be established.
- Reviews district policies and procedures and system’s practices regarding equity and diversity goals and practices; and makes recommendations for changes to the Executive Council.
- Provide information to the District Leadership Team and the Superintendent regarding programs and initiatives that might assist in maintaining and enhancing diversity and equity in the District and in individual schools.
- Serves as ex-officio member of and the staff liaison to the Diversity Equity Committee, including developing agendas for meetings, notifying Committee members of meetings, drafting and maintaining minutes of meeting, providing data requested by Committee, assisting with facilitating meetings and assisting with preparation of annual report to the Board.

**Additional Duties:** Performs other tasks and responsibilities assigned by the Superintendent of Schools and/or Chief Talent Officer.
**Equipment:** This position requires the ability to use basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with OPS’s guidelines for equipment use.

**Travel:** Frequent travel within metro area will be required. Occasional travel outside of metro area may be required.

**Physical and Mental Demands:**
- Works in standard office and school building environments
- Occasional overtime may be required by the supervisor
- Must have organization, time management, communication, and interpersonal skills.
- Ability to read and use information from written materials and visual displays.
- Ability to work in standing/walking positions on a frequent basis throughout the work shift.
- Ability to bend, kneel, stoop and maintain balance while performing job related tasks.
- Ability to work outdoors during outdoor student activities
- Additional demands may be required upon request from the Supervisor

**Knowledge, Skills, and Abilities:**
- Ability to communicate effectively, both verbal and written
- Ability to listen to external and internal customer needs
- Knowledge of public schools
- Ability to deal with confidential matters
- Capable of working effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Fluent in English and Spanish, preferred.
- Ability to organize, be detail oriented, and a self-motivator
- Ability to perform a variety of tasks, changing assignments on short notice, performing under deadlines with pressure, ability to work in a calm and efficient manner
- Ability to work as a productive team member
- Displays a significant degree of professionalism and confidentiality
- Ability to conform to proper standards of professional dress and appearance
- Knowledge of company’s mission, purpose, goals and the role of every employee in achieving each of them

**Interrelations:**
- Contact with personnel within the district and with customers and vendors
- Will be working under the direct supervision of the department supervisor in order to complete day to day tasks
- Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy
- Must understand and respond appropriately to customer needs and maintain a positive attitude with all customers and colleagues
- Expected to interact with all internal and external customers in a friendly, professional manner and provide quick, responsive customer service

**Employee Punctuality and Appearance:**
- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave
- Any deviation from assigned hours must have prior approval from the employee’s supervisor or building administrator
- All employees are required to report to work dressed in a manner that reflects a positive image of Omaha Public Schools and is appropriate for their position

**Qualification Profile:**
- MA degree in education, or equivalent, required
- School leadership license with a building leadership or district leadership endorsement preferred
- Knowledge and understanding of racial and cultural differences; sensitivity to issues and concerns of communities of color and other diverse group
• Ability to relate effectively with the communities of color, students, and school staffs; ability to gain the trust of others and establish credibility
• Ability to interact effectively with and provide guidance to staff, students, parents and community members
• Skill at negotiating and consensus building to support administrative decisions and program
• Ability to lead and manage professional and classified staff.
• Effective oral and written communication skills.
• Skill at budget preparation and management.
• Ability to interact with a wide variety of internal and external stakeholders.
• Detail-oriented with excellent analytical and problem-solving skill.
• Ability to effectively manage time and a variety of responsibilities.
• Knowledge of data privacy practices and laws; experience with Windows-based computing environment.
• Ability to work effectively with faculty, staff and administrators to develop and implement uses of educational best practices in area of diversity.

Terms of Employment
This position is treated as a full-time exempt position. The terms of your employment will be governed by applicable state laws regulating employment or teaching in a Nebraska public school and Board of Education policies, as those laws and policies may change from time to time. If your position is represented by a collective bargaining representative, your employment will also be governed by a negotiated agreement between OPS and that collective bargaining representative.

Terms of employment are contingent upon:

• A background check which demonstrates background is acceptable for the position sought and working with or around students.
• Verification of U.S. Citizenship or legal authorization to work in the United States.
• Successful completion of a tuberculosis skin test (if required by federal law for your position).

Omaha Public Schools does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, disability, age, genetic information, gender identity, gender expression, citizenship status, veteran status, political affiliation or economic status in its programs, activities, employment, and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Director for the Office of Equity and Diversity, 3215 Cuming Street, Omaha, NE 68131. (531-299-0307)

The Omaha Public School District is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process please contact the human resources department at 531-299-0240.

Shift Type
Full-Time

Salary Range
Commensurate with experience

Location
Teacher Administrative Center

Applications Accepted
Start Date 08/26/2021
End Date 09/15/2021