JOB DESCRIPTION
Executive Director (Equitable Resource Strategy)

DIVISION: Equity and Social Justice  GRADE: 140
DEPARTMENT: Equity and Social Justice  WORK DAYS: Annual
REPORTS TO: Chief Equity and Social Justice Officer  FLSA STATUS: Exempt

POSITION SUMMARY
The Executive Director of Equitable Resource Strategy supports the equitable, efficient, and effective allocation and management of Atlanta Public Schools’ financial, people, material, and capital resources in support of the District’s efforts to build a culture of equity and inclusion for all students, families, employees, and community. The incumbent will synthesize large amounts of data and partner with the finance, operations and human resources teams to ensure that APS’ students receive an exemplary education.

MINIMUM REQUIREMENTS

EDUCATION:
• Master’s degree from an accredited college or university with major coursework in education, public or business administration, finance, engineering, human resources or another appropriate field

CERTIFICATION/LICENSE:
• N/A

WORK EXPERIENCE:
• 5 or more years of project management and administrative experience supervising staff is required.
• 3 or more years of broad, varied and increasingly responsible experience working with district budgets, support operations (facilities, transportation, nutrition services and safety and security), talent management, and supporting organizational and operational procedures, strongly preferred
• Demonstrated success working with people from diverse racial, ethnic, and experiential backgrounds, required
• Experience working for a school based, non-profit or government agency, preferred

KNOWLEDGE, SKILLS & ABILITIES
• Ability to employ an equity lens to design, implement, and refine systems that anticipate the needs of our schools and community.
• Strong communication skills, oral and written; ability to write clear, concise, and accurate correspondence, reports and other materials
• Expert problem-solving skills as demonstrated by the ability to think strategically and innovatively, in order to continuously improve district and school functioning.
• Strong project management skills with the ability to work under tight deadlines
• Ability to analyze data, draw logical conclusions, prepare comprehensive reports, and apply empirical principles/procedures to all matter of work
• Ability to support and manage strategic operations, establish and maintain cooperative relationships with partners, and influence direct and indirect reports
• Proficient skills working with Microsoft Office Suite, project management software tools, methodologies and best practices
ESSENTIAL DUTIES

- Works in partnership with the Chief Equity and Social Justice Officer (CESJO) in developing a united definition of equity and organizational equity identity/lens, to define a vision of success in applying the equity identity and lens to the district’s body of work as it relates to district resources, such as finance, operations, technology, and human resources departments.
- Develops equity-focused recommendations to adjust funding and talent strategies, facilities master planning, and other district-wide processes to cultivate a culture of equity.
- Designs and endorses the implementation of equity efforts to continuously enhance the district departments’ efforts to close the opportunity gaps for our least-served students.
- Collaborates with senior district leaders and school principals to identify critical initiatives for evaluation related to equity and perform ROI analyses to inform senior leaders of the effectiveness of designated programs.
- Ensures the maintenance of complex and confidential records and files.
- Directs the plan and delivery of pertinent training to the central office and school leaders.
- Manages assigned portion of the department’s budget, including developing budget proposals, justifying expenses, and monitoring accounts.
- Joins forces with the District’s Partnerships and Development Office in ensuring equitable distribution of sponsorships, partnerships, and funding opportunities.
- Oversees the District’s supplier diversity efforts.
- Assumes a leadership role in the successful implementation of the district’s Talent Management Strategy, Facilities Master Planning and other major operational strategic efforts.
- Represents the district in regional and local associations, civic clubs, ethnic and non-profit organizations as assigned.
- Delivers reports to the Superintendent, Board and internal/external stakeholders on the District’s progress related to assigned projects.
- Employs best practices in change management and organizational development to support the District’s culture of an antiracist, multicultural organization that is positioned to achieve its equity goals.
- Supervises assigned personnel, provides assistance, conducts annual performance appraisals, and makes recommendations for appropriate employment actions.
- Required to have prompt, regular attendance in-person or virtually and be available to work on-site, in-person during regular business hours, and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative of but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of positions in this class. Atlanta Public Schools encourages persons with disabilities who are interested
in employment in this class and need a reasonable accommodation of those disabilities to contact the Human Resources Department for further information.

**Vision:** Ability to read small print and view a computer screen for prolonged periods.

**Hearing:** Ability to tolerate exposure to noisy conditions

**Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

**Upper Body Mobility:** Ability to use hands to grasp and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh as much as 15 or more pounds on a frequent basis.

**Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

**Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

**Additional Work Conditions & Physical Abilities:** N/A

*Atlanta Public Schools assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.*