Columbus City Schools

CHIEF EQUITY AND ENGAGEMENT OFFICER

**SALARY** $152,745.00 Annually

**JOB TYPE** Full Time

**DEPARTMENT** Equity

**LOCATION** Columbus, OH

**OPENING DATE** 08/08/2023

**JOB NUMBER** 24-2021-A1

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Definition

*It is the responsibility of all applicants to provide a complete list of relevant work experience (previous and current) on the application. Resumes will not be accepted in lieu of listed work experience.*

Responsible for providing strategic leadership to the district in the planning and delivery of diversity, equity, inclusion, belonging, and community engagement strategies.

Examples of Work

*The statements below are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.*

- Oversees daily operations with the department, provides administrative and functional leadership, and support to the department’s management team.
- Leads the district in the development of a strategic diversity, equity, inclusion and belonging plan, including the establishment of goals, objectives, and key metrics. This includes taking a comprehensive approach to advance workplace equity and integrate cultural competence in delivering equitable outcomes for students through CCS programs, policy development, budgets, contracts, decision-making, and service delivery.
- Leads the district in the development and implementation of engagement strategies to foster shared understanding, strategies for change, and effort on the behalf of our students, staff and community.
- Finds ways to demonstrate the positive change occurring in the school district and value add to the Columbus community.
- Create and encourage opportunities for Board of Education members and community members to interact, exchange ideas, listen to concerns, provide input to help inform decision-making, and grow productive relationships.
- Elevate all engagement opportunities to be purposeful, authentic, accessible, clear, and focused.
- Develops and implements strategies to develop collective efficacy through aligned efforts with community partners.
- Works collaboratively with the Communications department to ensure messaging is consistent, reliable, transparent, and in the voice of students, staff and community members.
- Develops, implements, and conducts district-wide training to promote cultural understanding, competency, racial equity and a climate of equity and inclusion.
- Coaches and supports school and central office departments to be innovative and adaptive in providing culturally competent programs/services and improves public outreach by providing support and serving as a resource to County programs and agencies that deliver outreach services to underserved and vulnerable populations.
- Assists in creating a positive and supportive work environment; enforces a safe workplace; establishes a culture of teamwork and communication; creates a workplace that promotes the organizational values of workplace diversity, equity, inclusion, and belonging, and actively promotes an environment respectful of living and working in a multicultural society.
- Serves as a member of the Cabinet and Executive Leadership Teams, responsible for shaping and realizing the district’s vision, mission, and goals as established by the Superintendent and the Board of Education.
- Represents the district as a member of community diversity collaborations; develops and nurtures district efforts to build external relationships with community partners and increase community connections, opportunities for collaboration and public outreach; and initiates and participates in community conversations about equity issues.
- Assists the Superintendent, the Board of Education, and district staff in developing district policies and positions.
- Develops and implements department strategic plan, policies, and procedures; identifies opportunities for improving department service delivery; ensures that services comply with federal and state laws, rules, regulations, and district policies.
- Leads district-wide initiatives and prepares and presents a variety of written and verbal reports and other communication/messaging on district and department programs and initiatives.
- Serves as an internal consultant to facilitate the development and ongoing enhancement of a strategic approach to cultivating diversity, equity, inclusion, and belonging within the district. Provides support and consultation to district leadership in managing the cultural change process and promotes equity as a district value by assisting departments in identifying their needs, developing action plans, implementing, monitoring, and leveraging internal and external communications, gaining acceptance and ownership, and celebrating successes.
- Hires and supervises professional and administrative staff to provide quality service to the community and district staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; and promotes cooperative team efforts among staff and with other district departments.
- Works in partnership with schools and district departments in the development, design, and delivery of equity education programs and consults with schools and departments on program initiatives to promote equity and inclusion.
Establishes and reinforces the district's goals and accountability metrics, including contractor diversity and Local Economically Disadvantaged Enterprise (LEDE) initiatives. This may include actively performing focused outreach and recruitment efforts, working closely with the district's Office of Human Resources to attract, develop, and retain highly competent and service-oriented employees, and developing and maintaining positive business relationships with individuals, organizations, and community groups who partner on issues of workforce diversity to increase diverse applicant pools.

**Minimum Qualifications**

- Bachelor’s degree required.
- Ten (10) years or more experience in a senior-level equity and/or engagement position with a large organization; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Five (5) years or more of those years of experience spent developing and implementing diversity/equity/inclusion programs.

**PREFERRED QUALIFICATIONS:**

- Relevant Master's/Doctorate degree.
- Credential(s) demonstrating the skills, competencies and achievements gained from equity-centered learning experiences.
- Experience in a large urban school district.
- Experience supporting diverse and economically disadvantaged populations preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong understanding of cultural competency and cross-cultural dynamics that include race, equity, class, and perceptions around these topics.
- An inspired visionary who can foster employee excitement and understanding.
- Commitment to Equity: Passionate about closing the achievement gap and ensuring that every child, regardless of background or circumstance, receives an excellent education.
- Leadership: Coaches, mentors, and challenges others to excel despite obstacles and challenging situations.
- Focus on Data-Driven Results: Relentlessly pursues the improvement of central office performance and school leadership, instruction, and operations, and is driven by a desire to produce quantifiable student achievement gains.
- Innovative Problem-Solving: Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving; takes initiative to explore issues and find potential innovative solutions.
- Adaptability: Exceeds in constantly changing environments and adapts flexibly in shifting projects or priorities to meet the needs of a dynamic transformation effort; comfortable with ambiguity and non-routine situations.
- Teamwork: Increases the effectiveness of surround teams through collaborations constant learning and supporting others; sensitive to diversity in all its forms; respects and is committed to learning from others.
- Demonstrated leadership skills to effectively manage the daily operations and administration of assigned functions.
- Interpersonal skills necessary to work productively with BOE, Superintendent/CEO and district administrators in long range strategic and business planning and decision-making.
- Ability to participate in and facilitate group meetings.

**PHYSICAL/MENTAL Demands AND Work Environment:**

- **Tools/Equipment:** Standard Desktop PC with keyboard and mouse, laptop, scanner, calculator, software, desk, adjustable chair
- **Posture:** Prolonged sitting and standing; Occasional stooping, bending, squatting, kneeling, pushing, pulling, and twisting.
- **Motion:** Frequent repetitive hand motions, including keyboarding and use of a mouse, occasional reaching
- **Lifting:** Occasional lifting and carrying (Less than 15 pounds)
- **Environment:** Works in office setting; may require occasional irregular and/or prolong hours
- **Attendance:** Regular and punctual attendance at the worksite is required for this position
- **Mental Demands:** Maintains emotional control under stress; works with frequent interruptions

**Test/Job Contact Information**

This job posting is for an Administrator/Contract Employee position. The hiring manager will conduct a review of the applications received to determine who to interview. Please be sure that you have attached digital copies of the following required documents along with any other documentation verifying your qualifications for this job:

1. Resume
2. Three (3) professional references
3. Degree(s) and/or official transcript(s) (if applicable)

Prior to submitting, please verify that your profile, including both education and work experience, is accurate and up to date.

_Columbus City Schools is committed to building a culturally diverse workforce. Minority candidates are strongly encouraged to apply. Columbus City Schools (CCS) is an Equal Opportunity Employer and does not discriminate against individuals regardless of race, sex, sexual orientation, religion, national origin, age, gender identity or expression, ancestry, familial status, military status or disability in its educational programs, activities, and employment policies._
CHIEF EQUITY AND ENGAGEMENT OFFICER Supplemental Questionnaire

*QUESTION 1
Do you hold a Bachelor's Degree or higher?
☐ Yes
☐ No

*QUESTION 2
Do you have ten (10) years or more experience in a senior-level equity and/or engagement position with a large organization; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Five (5) years or more of those years of experience spent developing and implementing diversity/equity/inclusion programs.
☐ Yes
☐ No

* Required Question