



## **DIRECTOR, OPPORTUNITY & ACHIEVEMENT**

### **GENERAL RESPONSIBILITIES**

Under the direction of the Chief Schools Officer in the Department of School Leadership (DOSL), the position ensures that equity is embedded in the work of all schools through the development and implementation of diversity, inclusion, and student achievement initiatives. This position assists the Chief Schools Officer to ensure consistent communication exists with respect to the department's vision and mission, interoffice communication, project management, and coordination and alignment of K-12 leadership and school oversight.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop initiatives in alignment with the division's Strategic Plan that promote academic and social engagement for all students across schools, and that cultivate a climate of awareness and understanding of issues of equity.
- Develop and provide programs and services that will support and enhance the academic, social, emotional, and overall success of all students.
- Coordinate and develop effective communication strategies for DOSL that will enable the department to support, enhance, and celebrate cultural diversity efforts in schools and across the division.
- Collaborate with the Department of Teaching and Learning in the development and implementation of programs and curricula to improve the academic performance of all students.
- Establish and maintain working relationships with community organizations to promote the division's equity and student achievement initiatives.
- Collaborate with the Department of Planning, Innovation, and Accountability to assist in the development and review of the evaluative methodology, research, statistical reports, and other outcome measurements used to identify the effectiveness of student success, student retention and student achievement programs; utilize comparable benchmarks to assist with school improvement.
- Monitor multiple data points to coordinate & collaborate with departments responsible for closing achievement gaps.
- Partner with the DOSL Senior Executive Directors, Directors and the Director of Student Leadership to support the school improvement process and ensure alignment of work to the division's navigational markers and equity indices.
- Establish a process to monitor and improve equity programs in the division.
- Serve in a quality assurance and project management role for the department.
- Provide input and assist with the development of the department's budget, as needed.
- Chair the VBCPS Equity Council; facilitate and/or participate in various committees as requested or required.
- Perform other duties as assigned.



**KNOWLEDGE, SKILLS AND ABILITIES**

Must have a knowledge of issues relating to diversity, cultural proficiency, recruitment, and equity affairs; knowledge of local, state and federal laws related to schools, employment and protected classes; demonstrated experience developing and managing internal and external diversity communications; ability to work with diverse populations within the organization and the community; strong written and oral communication and public speaking skills; ability to manage thoughtfully the personal, political and organizational dynamics related to equity issues within VBCPS; ability to analyze statistical facts and present recommendations effectively in oral and written form; and above all, a personal interest and commitment to student achievement, diversity, multiculturalism, and issues of equity. The Director must have a capacity for teamwork and for developing sensitive working relationships with students, potential employees, and faculty, staff, and members of the community; the Director also must be a self-starter, possess strong project management skills, and demonstrate a deep concern and compassion for people.

**EDUCATION AND EXPERIENCE**

Master's Degree in education or related field and an Administration and Supervision Prek-12 endorsement required. A minimum of three (3) years of successful administrative experience in K-12 public schools—building and/or central office experience preferred.

**PHYSICAL REQUIREMENTS**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

FLSA status: Exempt	Description: 4/2016
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