



**COORDINATOR, EQUITY AND OPPORTUNITY**

**GENERAL RESPONSIBILITIES**

Under the leadership of the Director of Diversity, Equity and Inclusion (Director), the position is responsible for working with the director to ensure equity is embedded in the work of all schools through the development and implementation of diversity, equity and inclusion initiatives; and providing leadership, communication, guidance, and support to the community, parents, staff, and students of Virginia Beach City Public Schools. The position focuses on issues of diversity that include but is not limited to Ancestry, Color, Creed, Gender, Gender Identity, Handicap or Physical Condition, Homeless Status, National Origin, Race, Religion, Sexual Orientation, Social-Emotional Learning or any other characteristic protected by law.

**ESSENTIAL FUNCTIONS**

(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.)

- Collaborate with division staff and cross-departments in selecting and/or designing evidence-based (or best practice) interventions to address issues that emanate from the community, parental, student, and staff diversity.
- Co-develop and provide programs and services with the Director that will support and enhance the academic, social-emotional, and overall success of all students.
- At the discretion of the director, serve as the primary contact and organizer for programs and services that will support and enhance the social-emotional and academic success for all students.
- Assist the director in the development and coordination of effective communication strategies that will enable the office to support, enhance, and celebrate cultural diversity efforts in schools and across the division.
- Plan, design, organize, prepare, and deliver professional development programs to address race, equity, cultural competence and other diverse needs of all division staff.
- Provide consultation and professional development to division staff on issues of diversity that affect teaching and learning, culture and educational engagement.
- Collaborate with the Department of Teaching and Learning and the Director in the development and implementation of programs and curricula to improve the academic performance of all students.
- Collaborate with other departments/offices to provide leadership that helps to build the capacity of instructional staff to use culturally responsive teaching, pedagogy, and practices that support and enhance student learning.
- Co-develop initiatives in alignment with the division's strategic plan that promotes academic and social engagement for all students across schools, and that cultivates awareness and understanding of equity.
- Establish and maintain working relationships with community organizations to promote the division's equity and student achievement initiatives.
- Monitor multiple data points to coordinate & collaborate with departments responsible for closing achievement gaps and report findings/recommendations to the Director.
- Keep abreast of developments and research in the field of professional development, instructional best practices, and organizational development.
- Demonstrate a commitment to personal growth and development through independent study, participation in professional development offerings, or other capacity-building opportunities.
- Expand the capacity of the division as it relates to equity and inclusiveness by serving as a resource on these matters.
- Perform related work as required.



**KNOWLEDGE, SKILLS, AND ABILITIES**

Must have knowledge of issues relating to race, diversity, culturally responsive practices and/or proficiencies, social-emotional learning, and equity affairs; knowledge of local, state, and federal laws related to schools, employment and protected classes. Must have strong written and oral communication and public speaking skills, and experience developing and facilitating professional development to diverse groups. Must have the ability to work with diverse populations within the organization and the community; ability to manage thoughtfully the personal, political, and organizational dynamics related to equity issues within the division; ability to analyze statistical facts and present recommendations effectively in oral and written forms; and above all, a personal interest and commitment to student achievement, diversity, multiculturalism, and issues of equity. Must have a capacity for teamwork and for developing sensitive working relationships with students and staff. Must be open to new ideas and demonstrate adaptability and flexibility to work through challenging issues. Must be able to access the internet when working remotely and work at least four Saturday events each year for student/community programming.

**EDUCATION AND EXPERIENCE**

**Required:** Master’s Degree in education or related field and an Administration and Supervision Prek-12 endorsement.

**Preferred:** Previous experience in the design and facilitation of professional development for adults; school building and/or central office experience and previous experience leading diversity, equity, and inclusion initiatives within a school or other public organization.

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds.

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

**SPECIAL REQUIREMENTS**

- Must have a personal vehicle to travel to various sites to engage in collaborative planning, provide professional development, and other job-related tasks.
- Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 7/20, 8/22
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