



POSITION TITLE: ASSISTANT SUPERINTENDENT

WORKING TITLE: Assistant Superintendent for Equity Affairs

SCHOOL/DEPARTMENT: Superintendents Leadership Team

LOCATION: Central Office- Crossroads

PAY GRADE: Contract as established by Superintendent/Board of Education

FLSA STATUS: Exempt

REPORTS TO: Superintendent

SUPERVISES: Office Support Position

WORK WEEK SCHEDULE: Monday - Friday, occasional evenings and weekends

WORK HOURS: Monday - Friday

NUMBER OF MONTHS PER YEAR: 12

POSITION PURPOSE

Under the direction of the Superintendent, the position is responsible for developing and implementing short and long range cultural diversity, equity and respect; and achieving the school system's strategic goals and objectives related to diversity in support of the Superintendent and School Board.

MINIMUM QUALIFICATION STANDARDS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working 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 in developing and managing internal and external diversity communications
- Ability to work with diverse populations within the organization and the community
- Strong written and oral skills
- Ability to manage thoughtfully the personal interest and commitment diversity, multiculturalism, and issues of equity
- Must possess capacity for teamwork and developing sensitive working relationships with students, potential employees, faculty, staff and members of the community
- Must be a self-starter; strong management skills, and demonstrate deep concern and compassion for people

EDUCATION TRAINING AND EXPERIENCE:

- Must hold and maintain a valid motor vehicle operator's license according to the State of NC requirements.
- Master degree in education or related field required
- Minimum of three years of successful experience in planning, developing, implementing and evaluation, equity programs in K-12 public schools
- At least three years of successful classroom experience preferred
- A comparable amount of training and experience may be substituted for the minimum qualifications



CERTIFICATION AND LICENSE REQUIREMENTS

- Must hold and maintain a valid motor vehicle operator's license according to the State of NC requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as WCPSS Ombudsman or point of contact for employee and parent concerns regarding cultural diversity, diversity recommendations, issues of equity, and suggestions.
2. Establish working relationships with community organizations to promote the school system's equity initiatives
3. Assist in the development and implementation of procedures to assess the needs of diverse populations in the school community which includes students and employees
4. Coordinate and develop effective communication strategies to enhance and support cultural diversity and issues of equity
5. Collaborate with the instructional staff in the development of programs and curricula involving School Board goals and initiatives related to academic performance of under-represented students.
6. Collaborate with the Department of Human Resources in the development of strategies for recruitment and retention of a diverse workforce.
7. Collaborate with the professional development staff to identify training in support of the division's equity efforts.
8. Serve as a coach and trainer for students, parents, and employees in relation to cultural diversity and equity affairs.
9. Serves as liaison to committees for equity and achievement gaps.
10. Serve as resource and/or point of contact for the development of celebrations and recognition activities of diversity related events throughout the school system.
11. Assist in monitoring, measuring and assessing programs related to the school system's progress toward achieving diversity goals, and recommend changes or new programs that would benefit initiatives.
12. Review policy and planning documents paying attention to language of hidden bias.
13. Performs other duties as assigned by the Superintendent.

WORKING CONDITIONS

PHYSICAL ENVIRONMENT: Must have the use of sensory skills in order to communicate effectively and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to use and operate various items of office related equipment effectively, such as, but not limited to a personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, or pulling

WORK ENVIRONMENT: The environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Primary workplace is individual office space with adequate temperature and lighting. Visits to schools and other sites are also required with possible exposure to extreme weather conditions, dust, pollen, insects and housekeeping chemicals. Comes into direct contact with staff, students, contractors, and the general public.

ESTABLISHED DATE OF POSITION:

REVISED DATE(S):

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, at any time.*

Non School-Based Expenditure Adjustments



INITIATIVE: Office of Equity and Diversity

This office will define, assess, and cultivate social equity/cultural competence as an institutional asset. The focus will be on building capacity through training teachers and administrators around diversity initiatives of the system, ensuring equitable opportunities for students, and equitable access to resources.

Proposed Funding Formula:

This proposal includes two positions: an Assistant Superintendent and an Administrative Assistant, plus non-salary dollars for supplies and contract services.

Budget Baseline:

| Description | 2012-13 | | Account Code |
|---------------|-------------|-------------|--------------|
| | MOE | Amount | |
| | | \$ 0 | Local |
| Total: | 0.00 | \$ 0 | 0 |

Budget Adjustments Requested:

| Description | 2013-14 | | Account Code |
|----------------------|---------|------------|---------------------------|
| | MOE | Amount | |
| Asst. Superintendent | 12.00 | \$ 101,232 | 02.6940.002.118.0109.0906 |
| Supplement | | 20,208 | 02.6940.002.181.0109.0906 |
| Social Security | | 9,290 | 02.6940.002.211.0109.0906 |
| Retirement | | 17,281 | 02.6940.002.221.0109.0906 |
| Hospital | | 5,452 | 02.6940.002.231.0109.0906 |
| Dental | | 291 | 02.6940.002.234.0109.0906 |
| Secretary | 12.00 | 40,188 | 02.6940.801.151.0109.0906 |
| Social Security | | 3,074 | 02.6940.801.211.0109.0906 |
| Retirement | | 5,719 | 02.6940.801.221.0109.0906 |
| Hospital | | 5,452 | 02.6940.801.231.0109.0906 |
| Dental | | 291 | 02.6940.801.234.0109.0906 |

| Description | 2013-14 | | Account Code |
|----------------------|--------------|-------------------|---------------------------|
| | MOE | Amount | |
| Supplies & Materials | | \$ 5,000 | 02.6940.801.411.0109.0906 |
| Contract Services | | 5,000 | 02.6940.801.311.0109.0906 |
| Total: | 24.00 | \$ 218,478 | Local |

Case Submitted by: Cathy Moore, 919-431-7263