

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

CONFIDENTIAL POSITION Equity Officer

JOB TITLE: **EQUITY OFFICER**

REPORTS TO: Superintendent

NATURE AND SCOPE OF JOB:

The Equity Officer will promote a culture of inclusion and embracing differences as a strategic opportunity to lead the District's effort to build a culture of equity for all students, families, employees, and community. The Equity Officer will guide efforts to define, assess, nurture, and cultivate diversity as an institutional and educational resource. The position supports the District's mission by providing direction and coordinating leadership to promote equity throughout the institution through a cross-disciplinary approach.

QUALIFICATIONS:

Qualifications of the Equity Officer include:

1. Hold a Bachelor's degree in related field.
2. Have a minimum of three years experience in related field.
3. Experience working successfully in a diverse, multicultural environment.
4. Be a strategic thinker with strong communication, organization, and interpersonal skills.
5. Demonstrate the ability to motivate people and work collaboratively with bargaining units.
6. Meet such alternatives to the above qualifications as the Assistant Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Equity Officer:

1. Establishes and promotes high standards and expectations for students and staff for academic performance.
2. Works cooperatively and collectively with district leadership, school leadership, and instructional staff to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
3. Ensures coordination of services and articulation between the secondary and elementary levels of the instructional program by communicating frequently with district and school leadership on a regular basis.
4. Plans, organizes, implements, supervises, coordinates and evaluates programs in compliance with the New Jersey Student Learning Standards, consistent with the mission, philosophy, values, and instructional goals of the district, and meeting all laws, codes, Board policies and regulations.

5. Uses data to develop, interpret, and disseminate a plan for school improvement.
6. Manages personnel effectively to meet program, school, and district needs and objectives.
7. Provides opportunities for effective staff development that address the needs of the instructional program.
8. Develops, implements and monitors programs and processes that promote and sustain equity and diversity throughout the district.
9. Develops and implements strategies to monitor and evaluate district-wide progress toward eliminating the achievement disparities among students of all underserved groups.
10. Collaborates with district committees and key stakeholders to develop and sustain classroom practices that work to maintain high achievement and eliminate the racial and economic predictability and disproportionality of student achievement.
11. Collaborates with the Assistant Superintendent of Teaching and Learning to ensure the curriculum is equitable, unbiased and reflective of the district's diversity.
12. Designs and coordinates professional development in the areas of equity.
13. Provides assistance, coaching and consultation to individuals and groups regarding equity and cross-cultural competency.
14. Works with human resources to ensure recruitment processes reduce the disparity between the diversity in our student population and our faculty.
15. Solicits feedback and support efforts of parent groups advocating for traditionally underserved students.
16. Supports student-focused equity initiatives at the schools.
17. Remains current with the scholarship, pedagogy and theoretical underpinnings of equity education and cultural competence.
18. Is responsible for the 3-year Comprehensive Equity Plan and yearly review of equity practices.
19. Adhere to New Jersey school law, State Board of Education rules and regulation, Trenton Board of Education policies and regulations, and contractual obligations.
20. Performs other related duties as determined by the Assistant Superintendent for Teaching and Learning.

EMPLOYMENT TERMS:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified for confidential employees.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

EVALUATION:

The Equity Officer shall be evaluated in accordance with Board of Education Policy.

Board Approval Date – August 23, 2021

CONFIDENTIAL POSITION