

POSITION: Chief Academic & DEI Officer
TYPE: District Administrator - Executive Leadership
LOCATION: CEC - Central Office
CONTRACT LENGTH: 260 Days
SALARY: Competitive Salary



Chief Academic & DEI Officer

Job Summary:

Washington Township Schools seeks a visionary and collaborative leader to oversee PK-12 equitable achievement through the Teaching & Learning and Student Services Departments from a diversity, equity and inclusion focus. The Chief Academic & DEI Officer will have expertise in fostering diversity, equity and inclusion in an educational environment. Additionally, the Chief Academic & DEI Officer will have a proven record of strong leadership resulting in progress toward equitable achievement through management and program implementation skills. The Chief Academic & DEI Officer will have a main focus on the Teaching & Learning Department but will also provide expertise, leadership, and collaboration in all areas of the school district relating to DEI. The Chief Academic & DEI Officer will collaborate with district stakeholders (students, parents, faculty, staff, and community partners) to continually improve the inclusive and supportive culture of Washington Township Schools.

Occupational Competencies

School Systems: Demonstrate an understanding of the foundational work and goals of public schools, their structure, and their day to day functioning.

Personnel management: Knowledge of the methodologies and procedures involved in the hiring and development of employees in order to ensure value for the organization, as well as personnel needs, benefits, conflict resolution and ensuring a positive corporate climate.

Human resource management: Familiarity with the function in an organization concerned with the recruitment of employees and the optimization of employee performance.

Diversity and Inclusion: A strong understanding of best practices in the fields of diversity and inclusion, cultural competency, and implicit bias.

Commitment: Understanding the importance of equity, inclusion, and diversity to the broader educational mission of MSDWT and an unrelenting focus on achieving results.

Monitoring: Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Strategic Planning: Is highly skilled in strategic planning, program development, and program assessment. Understands and is able to navigate the complex

contexts, cultures, and politics within organizations that impact the implementation and management of effective diversity and inclusivity change efforts. Take action on the goals and procedures defined at a strategic level in order to mobilize resources and pursue equity.

Foundational Competencies

Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.

Courage: Desire to make change within our organization and to ask the hard questions that need to be asked.

Commitment: Understanding the importance of equity, inclusion, and diversity to the broader educational mission of MSDWT and is an unrelenting.

Active Learning: Understanding the implications of new information for both current and future problem-solving and decision-making.

Judgment and Decision Making: Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Knowledge: Demonstrating expert knowledge in diversity and inclusivity issues, including state and federal laws, regulations, and policies.

Communication: Utilizing exemplary communication and listening skills.

Interpersonal Relationships: Nurturing a positive relationship and models principles of respect with super-ordinates, subordinates and peers.

Discretion and Sensitivity: Dealing with sensitive issues in a tactful and professional manner.

Resiliency: The ability to persevere through difficult circumstances and setbacks.

Examples of Roles & Responsibilities:

- Oversee the Teaching & Learning and Student Services Departments for the implementation of the Elevate framework, a systemic district wide program that ensures equitable achievement and high levels of access for all MSDWT students through the District Strategic Plan and School Improvement Plans related strategies.

- Assist district and building administrators with strategies, practices, and policy development that foster increased recruiting, hiring, and retention of diverse educators.
- Identify, collect, and analyze appropriate data in order to assess institutional climate and culture to develop key strategies for improvement and to support MSDWT personnel in their goals to increase student achievement and decrease gaps in achievement, participation, and engagement.
- Foster, create, and maintain responsive and welcoming school cultures and learning environments in MSDWT Schools in collaboration with the Teaching & Learning Directors.
- Build effective teams in the Teaching & Learning and Student Services Departments to launch, champion, and maintain DEI initiatives in complex school environments.
- Educate and train stakeholders on issues regarding access, equity, inclusivity, and issues of social justice. Participates in and facilitates workshops, meetings, community events, etc. for collaborating, sharing, and/or presenting information.
- Provides coaching to increase the capacity of educators for the purpose of leading instructional transformation to better meet the academic learning needs of historically underrepresented youth.
- Research topics required to maintain the integrity of the equity work (e.g. relevant policies, new federal and state statutes, financial resources, etc.) for the purpose of developing new programs/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.
- Seek additional funding opportunities (i.e. grants) that support the District Strategic Plan equitable achievement goals.
- Serves as a liaison to collaborate with partner organizations focused on diversity, equity, inclusion and social justice for the purpose of leveraging relevant curricular and instructional resources.
- Understands and identifies barriers in classroom instructional practices that contribute to disproportionate outcomes for historically underrepresented youth for the purpose of providing recommendations and supports to LEAs, site administrators/instructional coaches, and classroom instructors.
- Assist educators in creating culturally supportive learning environments that ensure high expectations for the academic achievement of all students.
- Provide timely instructional support when necessitated by local, national, and global events.
- Support staff sponsors of clubs and student groups whose focus is on diversity, equity, inclusion and social justice.

- Support review, development and implementation of policy and administrative guidelines specific to DEI.
- Oversee the MSDWT K-12 High Ability Programs: Facilitation of Committees, Lead Appeals Process, Grant Development & Execution, Systems Review for DEI, Handbook Oversight & Coordination with Directors (who lead high ability identification, placement, curriculum and training)
- Oversee annual review, board approval and implementation of the K-8 Student Handbook, 9-12 Student Handbook & K-12 Code of Conduct in collaboration with appropriate administrators.
- Facilitate the District Equity Leadership Team (DELT) with support from School Directors and the Community Coalition with support from the Coordinator of Community Partnerships.
- Analyze district data on suspensions and expulsions to identify and disrupt areas of inequity in collaboration with Directors in the Teaching & Learning Department.
- Facilitate School Based Equity Teams in collaboration with Directors in the Teaching & Learning and Student Services Departments and appropriate administrators.
- Oversee DEI consultants agreements/contracts, Board approval when necessary, implementation, budget tracking and their scope of work.
- Develop and implement a communication plan for sharing DEI and equitable achievement progress and collaborate with the communications team (website, videos, parent information, staff information, social media, etc.) in partnership with the Teaching & Learning and Student Services Departments.
- Provide professional development on how to lead and foster DEI work for administrators and School Board.
- Other duties as assigned.

Job Details: The Chief Academic & DEI Officer leads the Teaching & Learning and Student Services Departments and reports to the Superintendent. They bring their experience, expertise, and talent to a wide variety of issues impacting Washington Township students. This position serves as the primary evaluator for Directors in the Teaching & Learning and Student Services Departments and can serve as a secondary evaluator of Coordinators, Assistant Directors and Principals in the Teaching & Learning and Student Services Departments.

Experience: Minimum of five (5) years of professional experience as an administrator designing, coaching, delivering high-quality culturally responsive curriculum and instructional support to educators in an educational setting working with diverse populations and underrepresented student populations. Experience must include a minimum of two (2) years supervising administrative staff; or two (2) years experience as a coordinator in Curriculum and Instruction. Principal experience is required.

Education & License: A Doctoral degree (in education, education administration or other related field) along with an active Administrator License through IDOE is required.

Timeline:

Job Posting	September 18, 2023 - October 20, 2023
Round 1 Interviews	Week of October 23, 2023
Round 2 Interviews	Week of October 30, 2023
Round 3 Interviews	Week of November 6, 2023
Board Approval	November or December, 2023
Start Date	January 2024

Physical Requirements:

- (1) Seldom = Less than 25%
- (2) Occasional = 26 to 50%
- (3) Often = 51 to 75%
- (4) Very Frequent = 76% & above

Ability to stand for extended periods of time. (1)

Ability to lift 25 lbs. (1)

Ability to carry 25 lbs.(2)

Ability to work at a desk, conference table or in meetings of various configurations. (4)

Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter. (4)

Ability to hear and understand speech at normal levels. (4)

Ability to communicate so others will be able to clearly understand a normal conversation. (4)

Ability to operate office equipment. (4)

Ability to reach in all directions. (4)

Reasonable Accommodation: MSDWT is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. MSDWT is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.