

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

DIRECTOR OF ACCESS & EQUITY

**MINIMUM
QUALIFICATIONS**

- NJ Principal or School Administrator certification
- Master’s Degree required. Degree in education related field preferred.
- Strong leadership and communication skills
- Belief in the benefits of intentional integration for the children and community we serve
- Belief in the transformative importance of diversity, equity, and inclusion
- Successful school experience
- Demonstrated ability to work effectively in the areas of personnel management, school administration, and program implementation
- Demonstrated ability to access, use, and analyze both quantitative and qualitative data
- Strong leadership and communication skills
- Able to perform essential functions with or without reasonable accommodation
- Required criminal history background check and proof of U.S. citizenship or legal resident immigrant status

REPORTS TO

Assistant Superintendent for Access & Equity

JOB GOAL(S)

To assist the Assistant Superintendent of Access & Equity in the areas listed below to ensure that all students are provided with equitable access to all school offerings, and assists in the training and recruiting of a diverse and culturally competent staff.

**JOB RESPONSIBILITY AND
AUTHORITY**

To support all district PreK-12 equity initiatives for relevance and excellence

PRIMARY RESPONSIBILITIES

1. **Assists the Assistant Superintendent of Access and Equity in directing and monitoring Pre K- 12 Access and Equity Efforts**
 - a. Foster and support efforts and commitment to providing access and equity throughout the District
 - b. Assists in the designing, monitoring, and creating public awareness of academic pathways leading to a diverse school district culture and climate
 - c. Assists in identification of weak or non-compliant areas throughout the District which impacts student access and equity in academics, opportunity, and extra-curricular activities
 - d. Assists the Assistant Superintendent of Access and Equity in ensuring bias free access to educational opportunities (higher level courses, gifted and talented) athletics, co-curricular activities and related resources/technology

- e. Assists the Assistant Superintendent of Access and Equity in providing opportunities for parent and community member involvement in problems associated with gaps in access, opportunity, performance, and other inequities throughout the District
- f. Assists in identifying and conducting needed staff training necessary to remove bias in instruction and in curriculum writing/revision
- g. Serves on and works collaboratively with the District Affirmative Action Team in developing the Comprehensive Equity Plan (CEP) and assists the Assistant Superintendent of Access and Equity in overseeing the implementation of the CEP and correcting identified non-compliant schools and areas
- h. Assists the Assistant Superintendent of Access and Equity in collaborating and working with district registration to ensure access, equity, and school enrollment is reflective of district demographics
- i. Assists the Assistant Superintendent of Access and Equity in supporting planning, implementing, and student assignment of the District Intention Integration Initiative
- j. Assists the Assistant Superintendent of Access and Equity in addressing school climate matters including anti-bullying and other related matters. Conducts related investigations as assigned.
- k. Coordinate/direct activities for site based Access & Equity leaders.

2. Assists the Assistant Superintendent of Access and Equity in the directing and monitoring of District Wide Equity Development

- a. Assists in preparing and conducting audits of district access and equity efforts annually or as needed
- b. Assists in preparing, analyzing, and presenting district wide data identifying gaps in access, opportunity, performance and other inequities in the District
- c. Assists the Assistant Superintendent of Access and Equity in ensuring equity in staff recruitment, hiring, and development annually
- d. Assists in assessing results/impact of district access and equity efforts on students, staff, and programs
- e. Assists the Assistant Superintendent of Access and Equity in monitoring suspension, detention, expulsion, arrest, drop out and special education classification rates while ensuring disproportionate representation does not occur
- f. Assists in collecting and monitoring data to validate district improvement and increased student opportunities
- g. Assists in the collaborative development of corrective action plans as needed
- h. Supports the Assistant Superintendent of Access and Equity in making needed adjustments to corrective action remedies in an effort to continually move the district forward in providing the best learning environment for all students
- i. Supports Assistant Superintendent of Access and Equity in working collaboratively with the District Office of Civil Rights Team addressing litigation complaints, impact of implemented solutions and monitoring of complaint results.

3. Assists the Assistant Superintendent of Access and Equity in the development of the sections of the budget that pertain to Access and Equity

- a. Collaborates with the Assistant Superintendent of Access and Equity in identifying, and developing sections of the budget that specifically pertain to Access and Equity
- b. Assists in planning needed staff professional development to support year over year staff growth ensuring access and equity in behavior, instruction and impact

**WORKING RELATIONSHIPS
OF THE POSITION**

To maintain effective relationships with teachers, students, parents, administrators and appropriate community leaders.

TERMS OF EMPLOYMENT

12 months; Salary as per Board

It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

Initial Approval: June 27, 2022