

Director II, Equity and Diversity

Position Details

Job Code: U7101

Reference Code: A706

Division/Unit: College, Career, Equity, and School Choice

Classification: Licensed Administrator

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to plan, organize, control, and direct operations and activities related to the development and implementation of the Clark County School District Equity and Diversity Education programs, program functions, and curriculum standards. This position requires considerable knowledge of state laws, district policies, and educational practices focusing on cultural competency, racial discrimination, gender identity and expression, restorative practices, and culturally and linguistically responsive instruction. This position is directly responsible to the Assistant Superintendent, Equity and Diversity Education Department, College Career, Equity, and School Choice Unit (CCESCU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Ensures districtwide Equity and Diversity Education programs and curriculum development activities comply with established laws, rules, regulations, and grant specifications.
2. Coordinates operations, communications, and personnel to enhance program effectiveness and student learning, safety, and achievement.

3. Collaborates with administrators, staff, and outside organizations in the planning, development, and implementation of multicultural education, cultural competency initiatives, and culturally and linguistically responsive teaching practices.
4. Organizes and directs multicultural education activities to enhance education in diversity and restorative practices initiatives to improve relationships between and among students, teachers, staff, and administrators; monitors, evaluates, and modifies related practices and procedures, as appropriate.
5. Provides leadership, training, consultation, and support to administrators, teachers, and school-based leadership teams focused on cultural competency, racially motivated incidents, gender identity and expression, restorative practices, culturally and linguistically responsive practices, equity, diversity, and inclusion.
6. Supports District and School Leaders in creating more equitable services, practices, and policies.
7. Reviews current practices and policies, assessing and analyzing the extent to which they support or hinder the District's equity goals.
8. Develops, coordinates, and conducts professional learning activities for cultural competency, discrimination based on race, gender identity and expression, restorative practices, culturally and linguistically responsive teaching practices, equity, diversity, and inclusion.
9. Maintains knowledge of equity, diversity, and inclusion-related issues, legislation, and best practices in the field through professional reading, seminars, workshops, and conferences.
10. Assists the assistant superintendent in developing and preparing the annual preliminary budget for assigned programs and related functions; analyzes and reviews budgetary and financial data; advises the assistant superintendent regarding expenditures in accordance with established limitations.
11. Coordinates, directs, and participates in the research, assembly, and compiling of a variety of technical information related to Equity and Diversity Education; oversees and participates in the preparation and distribution of related correspondence and informational materials.
12. Monitors and evaluates Equity and Diversity Education program functions for effectiveness and operational efficiency; receives and responds to administrative and faculty input concerning program needs; oversees the development and implementation of programs, policies, and procedures to enhance education effectiveness and operational efficiency.
13. Plans, organizes, and directs operations, personnel, and resources, under the direction of the assistant superintendent, to enhance teacher and administrative understanding of educational practices, instructional material guidelines and

- requirements, curriculum development, and instructional strategies related to Equity and Diversity Education.
14. Collaborates with the assistant superintendent and other departments in the preparation, review, and evaluation of grants; organizes and directs federal and state grant-funded projects related to equity and diversity education; coordinates and assures proper disbursement of local, state, and federal funds.
 15. Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to programs, financial activity, grants, personnel, and assigned duties.
 16. Communicates with other administrators, personnel, outside organizations, and the public to coordinate activities and programs, resolves issues and conflicts, and exchanges information.
 17. Attends and conducts a variety of meetings as assigned; attends and participates in a variety committees, boards, and councils, as directed.
 18. Assists the Human Resources Division (HRD) in developing programs to attract, retain, and promote a diverse workforce.
 19. Maintains a collection of resources and information to share with administrators, teachers, staff, families, and community members.
 20. Supervises and evaluates the performance of assigned staff.
 21. Performs other duties related to the position, as assigned by the assistant superintendent.
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Position Expectations

1. Knowledge of state guidelines and requirements concerning Equity and Diversity Education.
2. Knowledge of practices, procedures, and techniques used in Equity and Diversity Education.
3. Knowledge of District organization, operations, policies, and objectives.
4. Knowledge of budget preparation and control.
5. Ability to demonstrate an understanding and use of equitable and culturally responsive practices.
6. Ability to demonstrate effective leadership skills, organizational and project planning, and implementation skills.
7. Ability to work collaboratively with various groups and gain consensus related to project implementation and other problem-solving.
8. Ability to collaborate and effectively interact with students, families, and community members of diverse cultural and educational backgrounds.
9. Ability to demonstrate effective research and data analysis skills.

10. Ability to demonstrate effective facilitation, presentation, and mediation skills.
 11. Ability to communicate effectively both verbally and in writing.
 12. Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
 13. Ability to analyze situations accurately and adopt an effective course of action.
 14. Ability to work a flexible schedule, including work as directed outside of normal office hours and weekends, if or when necessary.
 15. Public relations techniques.
 16. Interpersonal skills using tact, patience, and courtesy.
 17. Work independently with little direction.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

1. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as applicable.
2. A valid driver's license or state-issued identification card.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by the time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. A minimum of two (2) years' experience as a contracted administrator in an accredited K-12 public or private school or a minimum of two (2) years contracted administrative experience in a related position.

Preferred Qualifications

1. Previous training and presentation experience.
2. Facilitated and served as a liaison in the development and presentations of conferences, workshops, institutes, and other educational programs in collaboration with institutions of higher learning and professional organizations designed to enhance cultural inclusiveness, responsiveness, and diversity programming for educators, students, and the community.

3. Established partnerships with community-based organizations that support equity, diversity, inclusion, and multicultural programs designed to support students, parents, and other community groups.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/27/23
- Created: 10/08/08