

Assistant Superintendent, Equity and Diversity

Position Details

Job Code: U7370

Reference Code: A709

Division: Equity and Diversity Education

Classification: Licensed Administrator

Terms of Employment: At-Will, Equivalent to [Step 46 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for providing leadership for developing an overarching vision and strategy for the Clark County School District to become a diverse, equitable, and inclusive organization in our administration, departments/divisions, and across our network of schools with the goal of supporting the District in fulfilling its service to our students, families, and the community with fidelity. The Assistant Superintendent, Equity and Diversity will lead the District's efforts and sustain a culture of inclusion for all students by narrowing the gaps between the highest and lowest performing students and eliminating the racial disproportionality between student groups that occupy the highest and lowest achievement categories.

Additionally, this position will plan, organize, and direct initiatives related to diversity, equity, and outreach; develop and revise policies, practices, and programs that create a climate of equity; provide leadership to increase effectiveness in promoting equity and inclusion districtwide; develop and implement the District's equity framework and plan, and serve as the District leader for equity goals. This position is directly responsible to the Chief College, Career, Equity, and School Choice Officer, College, Career, Equity, and School Choice Unit.

Essential Duties and Responsibilities

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

1. Develop districtwide Equity and Diversity Education (EDE) programs and curriculum development activities that comply with established laws, rules, regulations, and grant specifications.
2. Oversee operations, communications, and personnel to enhance program effectiveness and student learning, safety, and achievement.
3. Collaborate with strategy and data analytics teams to develop and monitor equity-focused key performance indicators.
4. Analyze and share observations regarding programmatic practice and innovation, internal and external diversity, equity, and inclusiveness metrics, and organizational culture and practice, as measured against the unified vision of success of “what equity looks like”.
5. Oversee multicultural education activities to enhance education in diversity; monitor, evaluate, and modify related practices and procedures, as appropriate.
6. Develop and prepare the annual preliminary budget for assigned programs and related functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
7. Collaborate with cross-functional teams, departments, and divisions to ensure continuous learning and quality improvement regarding equity-focused key performance indicators, diversity, equity, and inclusiveness metrics, and organizational culture and practice.
8. Collaborate with the Engagement team to ensure continuous learning and quality improvement regarding equity-focused key performance indicators, diversity, equity, and inclusiveness metrics, and organizational culture and practice.
9. Develop and implement districtwide training for all staff to promote cultural proficiency and competency and a climate of equity and inclusion, with regards to implicit bias and best practices regarding underserved and historically marginalized populations (i.e., race, color, religion, sex, sexual orientation, gender identity or expression, age, disability or national origin).
10. Collaborate with the Human Resources team and provide guidance on the recruitment and retention of underrepresented groups and monitor, evaluate, and assess the adequacy of the diversity of candidates in the screening and hiring process.
11. Collaborate with students and families to identify barriers to success, explore opportunities for growth and develop plans for continued improvement.

12. Plan, guide, and advise the Chief College, Career, Equity, and School Choice Officer, Clark County School District Board of Trustees, and Executive Cabinet Team on diversity, equity, and social justice issues.
 13. Represent the District in regional and local associations, civic clubs, ethnic and non-profit organizations and boards.
 14. Monitor assigned budgets.
 15. Collaborate with all consultants, committees, stakeholders, community boards, coalitions, businesses, local elected officials, and trade associations that affect the goals of diversity, equity, inclusion, social justice of the District.
 16. Attend Board of Trustee's and other meetings, as required; Delivers reports on the District progress related to Equity Policy implementation and/or equity plan/framework.
 17. Plan, organize, and direct operations, personnel, and resources to enhance teacher and administrative understanding of educational practices, instructional material guidelines and requirements, curriculum development, and instructional strategies related to EDE.
 18. Collaborate with other departments in the preparation, review, and evaluation of grants; organize and direct federal and state grant-funded projects related to EDE; coordinate and assure proper disbursement of local, state, and federal funds.
 19. Supervise and evaluate the performance of assigned staff.
 20. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of current and evolving federal, state, and District requirements related to equity issues.
2. Knowledge of contemporary diversity, equity, inclusion, and multiculturalism concepts and issues, especially in public education.
3. Knowledge of culturally responsive teaching and education-related practices, social justice and diversity as fundamental aspects of academic excellence.
4. Demonstrated ability to challenge and influence peers to approach all work with an equity lens.
5. Ability to engage with diverse staff, leadership, and constituents to promote trust, collaboration, and partnerships, both internal and external to the District.
6. Ability to develop and monitor indicators of organizational culture and engage employees and senior leadership to create organizational change.

7. Ability to serve as an internal resource and consultant, working collaboratively with multiple stakeholders in a politically sensitive context and complicated by competing perspectives or interests.
 8. Establish positive relationships with persons regardless of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin with an active commitment to equal opportunity for all students and staff.
 9. Foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
 10. Possess a sense of vision and project that sense, involving others in accomplishing goals and solving problems, and interacting with diverse groups successfully.
 11. Exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employees, students, and patrons.
 12. Continue one's own lifelong learning, develop talent and leadership skills in others, provide critical feedback, and receive critical feedback in order to maintain high standards for one's self and the organization.
 13. Communicate effectively in both written and verbal form, making clear, persuasive presentations to diverse groups.
 14. Incorporate culturally competent strategies and utilize culturally responsive communication and engagement strategies with all members of the school community.
 15. Approaches work with a sense of purpose to identify challenges as opportunities for creative problem solving and takes the initiative to explore issues and find potential innovative solutions.
 16. Engage stakeholders in difficult and courageous conversations related to inequities around race, gender, sexual orientation, and ability status.
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Position Requirements

Education and Training

Master's Degree in education administration, public policy, social work, or related field 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 appropriate.

2. A valid drivers' license that allows the applicant/employee to legally operate a vehicle in Nevada. License must be maintained for the duration of the assignment.

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 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. Five (5) years of successful supervisory administrative experience in equity, diversity, and inclusion issues and providing culturally responsive service and teaching in an accredited higher education, K-12 public or private school system, with increasing responsibility in school district leadership.
3. Successful performance in the position held at time of application.

Preferred Qualifications

None Specified.

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: 04/12/22
- Created: 06/15/21