

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Director of Equity and Community Engagement

Supervisor: Superintendent

FLSA Status: Exempt **Employee Group:** Administrative

Qualifications:

1. Valid Illinois Professional Educator License with Administrative Endorsement preferred
2. Master's Degree or higher
3. Previous administrative experience preferred
4. Exceptional interpersonal and communication skills, both written, verbal and presentation
5. Ability to be self-directed and require minimal supervision, demonstrating accuracy, thoroughness and orderliness in performing work assignments.

Terms of Employment:

- Twelve (12) Month Contract
- Twenty (20) Vacation Days

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Create, foster, and advocate for the district's diversity, equity, inclusion (DEI), social justice programs and policies
2. Develop, facilitate and support professional development, in collaboration with various departments, for staff specific to diversity, equity, inclusion, and social justice.
3. Collaborate with and engage students, families, staff, and community to promote DEI through programs and community outreach.
4. Identify staff diversity training and coordinates/conducts training where appropriate.
5. Create and develop channels to promote and share the District that will reach multiple generations across different platforms.
6. Solicit needs from community stakeholders in order to shape policy or practice; particularly, the District's Long-Range Plan.
7. Coordinate District publications and other appropriate media channels, including the District's website.
8. Serve as the District's crisis public information officer and implements crisis communication plan as necessary.
9. Coordinate the District's student enrollment process for new and returning students.
10. Plan and implement District employee recognition activities.

11. Coordinate and direct effective relationships; including, but not limited to: Citizen advisory committees, civic groups, businesses, local media, local, state, and national government officials, public agencies, new residents, religious institutions, higher education partners, realtors, and key communicators.
12. Attend board meetings, serve on District/School committees and professional organizations as assigned by the Superintendent.
13. Serve as a community ambassador for community events, committees, and civic organizations as assigned by the Superintendent.
14. Keep current with best practices and requirements as they relate to your job assignment.
15. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.