

Tuesday, June 13, 2023

5:30 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The public may attend in-person or remotely through the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/81034543544>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 810 3454 3544

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER.
2. ROLL CALL.
3. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Committee of the Whole for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.
4. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the April 25, 2023 meeting.
5. BUSINESS.
 - a. Discussion on a Diversity, Equity, and Inclusion position.
6. SCHEDULE NEXT MEETING DATE.
7. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND
Committee of the Whole Minutes

Tuesday, April 25, 2023 - 5:30 PM

1. CALL TO ORDER.

Village President Clow called the Committee of the Whole meeting of the McFarland Village Board to order at 5:30 pm in the Community Room of the McFarland Municipal Center.

2. ROLL CALL.

Village Board members present: Village Trustee Hilary Brandt, Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee Luke Fessler, Village Trustee Edward Wreh, Village Trustee TJ Jerke, Village Trustee Michael Flaherty

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Community and Economic Development Director Andrew Bremer, and Outreach Director Lori Andersen.

3. PUBLIC APPEARANCES.

- This is an opportunity for members of the public to address the Committee of the Whole for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.*

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

None.

4. APPROVAL OF MINUTES.

- Motion to approve the minutes of the April 10, 2023 Committee of the Whole meeting.*
Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to approve the minutes of the April 10, 2023 Committee of the Whole meeting. Motion carries 6 - 0 - 1 by acclamation, with Trustee Luke Fessler abstaining.

5. BUSINESS.

- Discussion and update on the McFarland Municipal Center Campus Master Plan.*
Village Administrator Schuenke provided an update and overview of the two options for the McFarland Municipal Center Campus Master Plan options, including a one-story and two-story option.

The Board discussed the two options and provided feedback. The Board noted there was still a desire for the Administration Department services to remain on the first floor in the two-floor design option. The Board noted next steps for the plan would be to vote on possible acceptance of the master plan and then choosing whether to proceed with the one-story or two-story options for construction.

6. SCHEDULE NEXT MEETING DATE.

- a. May 3, 2023 - Joint Meet with School District - Land Acknowledgement - 6:00 p.m.
- b. May 9, 2023 - Committee of the Whole - 5:30 pm
- c. May 9, 2023 - Village Board - 7:00 pm
- d. May 23, 2023 - Committee of the Whole - 5:30 pm
- e. May 23, 2023 - Village Board - 7:00 pm

7. ADJOURNMENT.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to adjourn at 6:50 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,
Cassandra Suettinger
Deputy Administrator/Clerk



McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, June 13, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist, Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Discussion on a Diversity, Equity, and Inclusion position.

PREVIOUS ACTION:

The Committee of the Whole discussed this topic at its meeting on January 10, 2023.

The Committee of the Whole discussed this topic at its meeting on January 24, 2023.

The Committee of the Whole discussed this topic at its meeting on March 14, 2023.

ISSUE SUMMARY:

The Village Board has discussed the creation of a Diversity, Equity, and Inclusion related position over the course of the 1st quarter of the year following the authorization of funds last Fall for the 2023 Budget. During the last discussion, the Board reviewed a report of a variety of different DEI related tasks and how those tasks are currently being performed by the Village using existing allocated resources. At that time, the Board expressed interest in seeing position descriptions from other communities in order to develop a draft locally as part of their ongoing review, but otherwise more direction was needed from Board to Staff on what to do next in this process. Attached are comparable positions that have been implemented in other municipalities. This is provided as background as requested.

It is however important to note that the Village Board needs to create and lead a process to establish this position. Funding is one thing, but as we've talked about, approval of a position description that establishes the essential functions that the position will fulfill are another aspect. Staff have additionally put forth a preliminary job description for a new position in McFarland to begin the review process of these elements. The draft description was prepared using input provided during past board discussions on the topic and also the sample job descriptions enclosed within the packet. This is the beginning of the process to review the job description and is very much a draft. The Village Board through the review process it chooses holds discretion as to what ultimately is approved.

- Staff recommends the referral process be as follows:
Diversity, Equity, and Inclusion Committee - Once the Board agrees on a general direction for the position, it would refer drafting the position description to the Diversity, Equity, and Inclusion Committee. The role for this group within the process could be to



review/recommend the job description and assist in building the recruitment process.

There are likely other roles that this group can fill within the process but would do so at the discretion of the Village Board. This group meets on the third Monday of each month at 6:00 pm. Their next meeting is on June 22, 2023.

- Committee of the Whole - Once the DEI Committee has built out the position description including scope, essential responsibilities, minimum requirements, knowledge, skills, and ability, the Village Board could take up the draft job description at a Committee of the Whole meeting. This group meets as needed at 5:30 pm on the second and fourth Tuesday of each month.
- Personnel Committee - Once the position description is finalized by the Village Board, it could come forward to the Personnel Committee to finalize. Through this process, the Personnel Committee can make any final tweaks to position description and then finally classify the position within the Village's Personnel Policies established by the 2021 Compensation and Classification plan. This groups meets as needed but usually on Tuesday at 11:00 am.
- Village Board - Once Personnel makes a final recommendation on the position description and classification, the final position description and request to fill the vacancy could be brought to the Village Board for final approval. Ultimately, the Village Board has broad discretion to act to bring the position to life and approve filling the vacancy. This group meets on the second and fourth Tuesday of each month at 7:00 pm.

The above process is presented as a general recommendation on how to advance the creation of this position within their current regular schedule. The Board ultimately needs to provide more direction to whom and how the referral process would come forward. That will help guide more specifics on dates/timelines when we can align with specific meeting dates. What's important now is that as a Village Board we decide as a group how this process to establish the position is created and when it moves forward to consider the establishment of the position.

FINANCIAL/BUDGET IMPACT:

Funding for the position is contained within the 2023 Budget

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion.

ATTACHMENTS:

1. Diversity and Communications Position Description - 06.01.2023 - FINAL DRAFT
2. Communications and Diversity Strategist 2020 (Sun Prairie)
3. Job Bulletin - Accessibility & Equity Manager



4. Job Bulletin - REDI Manager
5. McF School District Equity- Director of Equity March 2023 DRAFT

JOB OVERVIEW	
Job Title	TBD
Department	TBD
Grade	TBD
Employment Status	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Limited Term Employment (LTE)
FLSA Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

Our Commitment to Diversity, Equity, and Inclusion (DEI)

Diversity, equity, and inclusion form the basis of our work in the Village of McFarland, WI. We recognize having a diverse and inclusive organization allows us to benefit from a variety of perspectives and strengthens our ability to achieve our mission to best serve the residents of the Village. To promote equity in our community, we must first do the work to ensure our organization is diverse, equitable, and inclusive.

SCOPE OF WORK	
This position is responsible for ...	
SUPERVISION	
Received	TBD
Exercised	TBD

ESSENTIAL JOB FUNCTIONS	
<ul style="list-style-type: none"> Facilitate communication, coordination, and collaboration with Village departments, employees, community members, and other stakeholders to make meaningful movement toward a more equitable Village. Develops and manages initiatives that incorporate best practices in equity, diversity, and inclusion. Ensures that the initiatives align with the Village’s strategic plan and operations and contribute to achievement of the Village’s equity goals. Works with and provides support to the Village’s Diversity, Equity, and Inclusion (DEI) Committee. Lead development, implementation, and updates of the Village’s DEI S.M.A.R.T Goals. Researches and develops recommendations to Village-wide plans, programs, ordinances, and policies to support the Village’s diversity, equity, and inclusion efforts. Establish and lead Village programming and events, including events on diversity, equity, and inclusion, to engage Village staff, community members, and community partners, be it internal and/or external. Assists Village departments to audit operations from an accessibility perspective; analyzes data; recommends solutions and improvements. Assist in managing and monitoring the Village’s compliance with Americans with Disabilities Act (ADA), Title VI, and other related federal mandates. Maintains records and data to prepare reports for the annual Equity Audit. 	

- Collaborate with Village staff to provide DEI leadership, training, and education to staff and the community.
- Provides advice, guidance, and support on diversity, equity and inclusion to community members, businesses, and Village employees.
- Facilitate collaboration of interdepartmental/agency task forces, teams, and working groups; build effective partnerships with external organizations, both public and private, to support and achieve broad community DEI efforts.
- Develops communication strategy, initiatives, and engagement opportunities to ensure internal and external understanding of key Village initiatives and current projects.
- Assists with the creation of content for online and print materials including reports, advertising, and news releases for mass distribution. Drafts articles and reports on the status of major initiatives for distribution to Village Board, the public, staff, and community stakeholders.
- Coordinates implementation of social media tools and technology with department representatives to keep the public informed of Village programs, services, accomplishments, and other pertinent information.
- Support departments with creation and updates of their specific webpages.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

REQUIREMENTS OF WORK

- *(TBD – Generally this section is where we provide specific education requirements. This will need to be evaluated once the essential job functions are fully built out).*
- Experience in DEI, environmental justice, tribal affairs, or related role for an organization in government, non-profit, or the private sector.
- Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee’s ability to meet the required knowledge, skills, and abilities for the position may also be considered.

KNOWLEDGE, ABILITY, AND SKILL

In addition to requirements of work, the individual should also have the following knowledge, abilities, and skills:

Knowledge of

- *(This will need to be built out further once essential job functions are fully built out).*
- Knowledge of Title VI of the Civil Rights Act, Americans with Disabilities Act, and other relevant federal, state and local laws and mandates.
- Racial equity, diversity, and inclusion concepts, societal trends and influences, social and environmental justice, equal employment opportunity, and effective institutional and behavioral change management principles and practice.
- The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.

Ability to	<ul style="list-style-type: none"> • <i>(This will need to be built out further once essential job functions are fully built out).</i> • Build trust of community groups and Village staff. • Work effectively under tight deadlines and manage projects independently as both a leader and member of a team with minimum supervision. • Demonstrate and promote cultural sensitivity and competency in all interactions. • Maintain confidentiality of sensitive information, and an understanding of when confidentiality is required. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the public.
Skill in	<ul style="list-style-type: none"> • <i>(This will need to be built out further once essential job functions are fully built out).</i> • Highly effective written and oral communication skills with a strong attention to detail. • Problem solving, conflict resolution, and critical thinking.

NECESSARY SPECIAL REQUIREMENTS

- *(This will need to be built out further once essential job functions are fully built out).*
- Must possess or be able to obtain a valid Wisconsin driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Work Environment and Working Conditions
Works in normal office setting with moderate noise levels; hours beyond the normal work week required; attendance at evening meetings required.

Notes:

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act (ADA), must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village is an equal employment opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature _____

Date_____

Print Name _____

CITY OF SUN PRAIRIE JOB DESCRIPTION

Communications and Diversity Strategist

DEPARTMENT: City Administrator's Office **CLASSIFICATION:** Exempt

REPORTS TO: Strategic Planning & Engagement Manager **REVISION DATE:**
December 10, 2020

GENERAL PURPOSE:

This individual is responsible for leading the development, coordination and implementation of a broad range of internal and external activities related to the City's communications and diversity initiatives. Coordinates communication efforts throughout the city using proactive methods, with the ultimate goal of enhancing city-wide communication and promoting greater transparency. Consults and assists department managers in developing and integrating equitable strategies into all planning processes and practices. This work is characterized by a high degree of self-direction, knowledge, judgement and initiative.

ESSENTIAL JOB FUNCTIONS:

- Develops communication strategy and initiatives to ensure internal and external understanding of key city initiatives and current projects.
- Provides leadership, policy and expert advice to department directors and staff in the areas of diversity, equity and inclusion.
- Develops and leads programming and events on diversity, equity and inclusion internally and externally to engage city staff, community members and community partners.
- Coordinates implementation of social media tools and technology with department representatives to keep the general public informed of city programs, services, accomplishments, and other pertinent information.
- Develops content for online and print materials including reports, advertising and news releases for mass distribution; and drafts articles and reports on the status of major initiatives for distribution to Council, the public, staff and community stakeholders.
- Researches and develops recommendations to citywide plans, programs and policies to support the City's diversity, equity and inclusion efforts.
- Serve as a central point person for the development, training and utilization of the city's website. Support departments with the creation and update of their specific pages.
- Develops effective working relationships with key stakeholders, elected officials, community groups, and businesses. Assists with the prompt follow up of requests and questions from elected officials, media and community members.
- Foster a culture of respect and dignity within the organization and community.

OTHER JOB FUNCTIONS:

- Serves as a liaison between the City and community-based agencies/groups, members of the local media, government officials, and other relevant organizations.
- Provides advice, guidance, and support on diversity, equity and inclusion to community members, businesses, and city employees.
- Manage and monitor the City's compliance with Americans with Disabilities Act (ADA), Title VI, and other related Federal mandates.
- Coordinates Interpreter Contracts and Programs.
- May serve as spokesperson to media and external audiences.

REQUIREMENTS OF WORK:

- Bachelor's degree in Communications, Public Relations, Education, or a related field, or any equivalent combination of training, education, and experience. A minimum of three years' experience building partnerships with diverse stakeholders in a responsible role advancing social justice and racial equity.
- Highly effective written and oral communication skills with a strong attention to detail.
- Ability to build trust of community groups and staff.
- Experience in project management, strategic planning, and research with a demonstrated ability in identifying and implementing solutions.
- Must possess strong negotiation, conflict resolution and persuasion skills.
- Ability to work effectively under tight deadlines and manage projects independently as both a leader and member of a team with minimum supervision.
- Ability to demonstrate and promote cultural sensitivity and competency in all interactions.

SPECIAL REQUIREMENTS:

- Ability to speak and read Spanish or Hmong is advantageous.
- Certified Diversity Professional (CDP), Certified Diversity Executive (CDE) or Cornell Certified Diversity Professional (CCDP) or other related diversity certification preferred.

WORK CONDITIONS AND PHYSICAL DEMANDS:

- Work is performed under general office conditions.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.



CITY OF BEND

CITY OF BEND
invites applications for the position of:

Accessibility & Equity Manager

SALARY: \$42.61 - \$55.33 Hourly
\$7,385.19 - \$9,590.24 Monthly
\$88,622.22 - \$115,082.92 Annually

OPENING DATE: 09/28/22

CLOSING DATE: Continuous

SUMMARY:

The City of Bend is currently accepting applications for one (1) regular, full-time Accessibility & Equity Manager in the Equity department. This is a non-represented and FLSA exempt (overtime ineligible) position.

To be considered for this position, applicants must have a complete application that includes all of the following items:

- **The online application via NeoGov (access also available on City of Bend website under Human Resources/Job Openings)**
- **Attached formal Cover Letter (required)**
- **Attached formal Resume (required)**
- **Attached valid Credentials, Certifications and Licensing (if applicable)**

Applicants must provide certification that they are a veteran or disabled veteran to receive veteran's preference. For more information click [here](#).

Applications received by Monday, October 10, 2022 (10/10/2022) at 12:00 pm (noon) PDT will receive preference for initial review, but position shall be Open Until Filled.

The City of Bend is committed to fostering, cultivating and preserving a culture of diversity and inclusion. At the City of Bend, we don't just accept differences; we value them. We are proud to be an Equal Opportunity Employer and support the Americans with Disabilities Amendments Act (ADAAA) and Oregon Equal Pay Act.

Position overview

This professional management position is housed in the City's Equity department and reports to the Equity and Inclusion Director.

In collaboration with other Equity department staff, the Accessibility and Equity Manager coordinates, plans, and promotes city-wide Diversity, Equity, Inclusion, and Accessibility (DEIA) initiatives with a primary focus on Accessibility. Assists and advises the City on the most efficient and responsible means by which to make its programs, activities, and facilities accessible to Bend's residents and visitors who experience disabilities. Influences department initiatives and has direct oversight on Accessibility operations, including policy coordination, data analysis, and interdepartmental coordination. Sets objectives and is accountable for overall results and supports unified objectives for multiple departments as a centralized function. This includes coordinating new City construction or alteration projects with Public Works engineering and streets, building maintenance and building safety divisions. Requires coordinating and monitoring program access with all City departments and providing accessibility review of private development projects.

Manages community engagement strategies and activities city-wide, including providing leadership to, and coordination of, the City of Bend Accessibility Advisory Committee (COBAAC).

As the Americans with Disabilities Act (ADA) Coordinator for the City, this position manages, implements, and oversees City accessibility program to assure compliance with Titles I, II and III of the ADA as they relate to a public entity, Sections 503 and 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to people experiencing disabilities.

Read more about this position in this [Accessibility & Equity Manager Brochure](#).

Distinguishing Characteristics

Accessibility and Equity Manager position is a single classification and is not part of a classification series.

Complexity of Work

Complexity:

Work focuses on strategic analysis, assessing the strengths, weaknesses and opportunities of an organizational unit or organization as a whole, the space in which it currently operates or could operate, and how it intersects with various areas within the organization.

Degree of Independence:

Sets or supports goals, policies, and objectives for the organization and other departments. Sets goals/policies for the Accessibility Program and supports goal, policy, and objective development for the Equity department. Determines how to accomplish results with few guidelines to follow, although precedents may exist; receives guidance and overall direction from City executive leadership; work rarely reviewed. Requires ongoing delegation; creates guidance and overall direction; monitors performance and accountability.

Decision Making Authority:

Develops strategic direction, goals, plans, and policies for an area of responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Has authority to make independent decisions (or recommendations that are largely followed) on matters of significance within policy, code and legal parameters.

Budget Authority:

Responsible for establishing the budget for the Accessibility Program unit. Has accountability for all expenses within an organizational unit and ensuring budget goals for expenditures and revenues are met. Has authority to commit organization to significant financial obligations (or make recommendations to do so that are largely followed). Responsible to partner with other City staff to oversee the Accessibility Construction Fund.

Impactful Actions

- Represents the City during important negotiations and meetings.
- Meaningfully participates in setting the strategic direction of the City and planning long- or short-term accessibility and equity objectives.
- Makes or recommends decisions that have a significant impact on organizational culture, general business operations or finances.
- Formulates management or operating practices.
- Significant; meaningful impact on departments or broad range of divisions and programs that typically impacts short-term objectives (typically up to five years).

Type/Frequency of Contact with Others

Regular and substantial contact with others outside own workgroup, including the general public, vendors, partners, and leadership level employees. Contacts usually involve discussions and/or resolving problems related to policies and programs or the exchange of highly complex or confidential information; substantial sensitivity, discretion and cooperation required; usually follow-up action is needed.

FUNCTIONS, DUTIES AND RESPONSIBILITIES:

Essential Functions Include:

The information provided below encompasses the essential functions and capabilities linked with this position.

Duties and Responsibilities

The individual in this position is expected to engage in the following work-related activities.

- Serves as the Americans with Disabilities Act (ADA) Coordinator for City of Bend implementing guidance on Titles I, II and III requirements related to public entities and facilitates the resolution of issues related to access barriers to city programs and services.
- Provides regulatory information for private and public new construction and alterations including curb ramp and sidewalk construction contract management related to accessibility.
- Provides program access for all municipal programs and services and ensures City processes, policies, and practices are updated and communicated as appropriate, and departments understand their roles and responsibilities related to accessibility.
- Assesses and examines equity, ranging from information technology equity to ensuring that everyone is able to enter public buildings.
- Leads and coordinates multi-disciplinary efforts to insure compliance with the ADA, Rehabilitation Act, and other federal and state laws and regulations pertaining to people experiencing disabilities including City ADA policies for public facilities, right of way areas, programs, and communications.
- Develops, administers, and monitors the Accessibility Program budget, including allocating resources and approving expenditures, including contracted services as needed.
- Represents the City at meetings with other government agencies and access interest groups, including the City of Bend Accessibility Advisory Committee (COBAAC).
- Provides support to the City of Bend's Accessibility Advisory Committee (COBAAC).
- Establishes and maintains open communications with local, State, and Federal organizations regarding accessibility standards and regulations. Serves as liaison with other governmental agencies, interest groups, and citizens.
- Assists in the evaluation of City-owned facilities to ensure that the facilities meet ADA standards. Participate in the prioritization of ADA compliance needs in public right of way and City facilities.
- Leads the periodic updating of the City's ADA Transition Plan.
- Leads the development and implementation of city-wide accessibility goals, objectives and priorities, including establishing work plans, monitoring progress and managing long and short-term initiatives.
- Assists in the review of City project and private building and plans and projects for ADA compliance.
- Ensures distribution of information and City action plans related to access to City facilities, public infrastructure, and private development to appropriate City departments. Ensures that City information is readily available on services, accommodations, policies, and projects impacting persons with disabilities.
- Ensures appropriate processes are in place to provide for prompt and equitable resolution of inquiries and complaints from City employees and the public regarding accessibility for people experiencing disabilities. Responds to requests for assistance and code violation complaints related to the position and investigates complaints and violations.
- Provides general and technical information to the City staff, citizens, and other parties. Respond to questions, give instructions and interpret ordinances and codes.
- Works directly with people experiencing disabilities, addressing accessibility issues.
- Assists City departments to audit operations from an accessibility perspective; analyzes data and accessibility complaints; determines root causes; recommends solutions and improvements.
- Participates in the ADA Title I interactive process and can participate as an employee advocate during the interaction process.
- Maintains records and prepares reports and presentations using computerized systems, programs and hardware. Compiles data and files reports related to the position and presents council presentations as needed.
- Supports the City's annual Welcoming Week programming and activities.
- Develops and nurtures City efforts to build external relationships with community partners and increase community connections, opportunities for collaboration and public outreach; and initiates and participates with community, government, business leaders and media

- regarding conversations about equity. Procurement, maintenance, and tracking of borrowed accessibility materials such as parking signs and assistive listening devices.
- Leads implementation of city-wide training to promote accessibility.
 - Assists with implementing city-wide training to promote cultural competency, racial equity and a culture of equity.
 - Assists with creating a positive and supportive work environment; enforces a safe workplace; establishes a culture of teamwork and communication; creates a workplace that promotes the organizational values of workplace equity and actively promotes an environment respectful of living and working in a multicultural society.
 - Complies with safety requirements of the position and actively promotes safe work practices.
 - In an emergency event or an officially declared State of Emergency, responds as directed to ensure the restoration of essential public services, facilities and infrastructure and aid in the City and community wide response related to accessibility.
 - Other related duties as assigned.

Supervisory Responsibility

This position is a management position which encompasses supervisory responsibility, including the following tasks.

- Directly manage all team members, including training, assigning and directing work, evaluating performance, disciplining as necessary, and addressing employee concerns and grievances.
- Provide team members with regular feedback on performance, including frequent informal feedback, annual performance reviews, assisting with professional development, and making recommendations for employee separations, promotions or special assignments.
- Participate in the recruitment of new employees, including interviewing and making hiring recommendations/ decisions and compensation recommendations.
- Disseminate, implement, and enforce organization and team standards, policies, and procedures, including providing proper guidance to those carrying out related duties.

KNOWLEDGE, SKILLS AND QUALIFICATIONS:

Skills Profile

The individual in this position is expected to possess and exhibit the following knowledge, skills, and abilities.

- Maintain working knowledge of accessibility and equity best practices.
- Maintain working knowledge of Federal, state, and municipal codes, ordinances, regulations, laws, practices and procedures related to accessibility including but not limited to Titles I, II and III of the Americans with Disabilities Act (ADA) as they relate to a public entity and Sections 503 and 504 of the Rehabilitation Act of 1973.
- Maintain working knowledge of Federal, state, and municipal codes, ordinances, regulations, laws, practices and procedures related to diversity and Inclusion (Civil Rights laws, Title VI policies, EEO, AA, anti-discrimination).
- Maintain working knowledge of regulatory requirements for public and private facilities, public rights of way, program access, communication alternatives and barrier free access to City programs and services.
- Maintain working knowledge of principles, practices, and procedures of program development, program coordination, and operations administration with significant community involvement and visibility.
- Prepare, read, analyze and interpret policy documents as well as financial reports and statements supported by statistical data and other documentation.
- Knowledge of project management skills and construction schedules. Demonstrated collaboration and collective problem skills
- Maintain working knowledge of public meetings and ethics law, and familiarity with concepts.

- Maintain a high degree of confidentiality, facilitation skills as well as transactional communication and active listening skills.
- Manage a high volume of tasks at one time, including organizing and prioritizing own work and the work of others.
- Work independently with minimum direction while also working as part of a team and collaborating with others.
- Demonstrate a high attention to detail.
- Maintain working knowledge of software programs such as the Microsoft Office including Word, Outlook, Excel and PowerPoint and Teams, Zoom and other interactive computer programs as well as operating common office equipment.

Ability Requirements

The following capabilities are required to perform the essential functions of this position.

- Identify novel accessibility and equity opportunities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Effectively communicate with others verbally and in writing, including by phone, e-mail, or in person. Communicate clearly, concisely and tactfully, both orally and in writing and to make effective presentations.
- Ability to effectively establish and maintain cooperative working relationships with a variety of interest groups, advocates, regulatory agencies, internal divisions and news agencies using multi forms of media of work including people from diverse ethnic and socio/economic backgrounds.
- Exercising sound judgment under pressure, take policy direction and work within a team environment.
- Understand, remember, communicate, and apply complex oral and/or written instructions and factual information.
- Remain in a stationary position (sitting or standing) for extended periods of time, occasionally stand, walk, stoop or kneel for extended periods of time.
- Exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, to lift, carry, push, pull or otherwise move objects.
- Maintain sustained concentration on computer screens and use keyboards and a variety of peripherals.
- Work is generally performed in an office setting with travel required to off-site locations. Ability to occasionally travel locally and regionally.

Education, Experience, Certifications and/or Licenses

The following are the minimum qualifications for this position.

- 4 to 5 years' experience in a similar position and/or performing similar tasks, particularly in an accessibility or ADA Coordinator role, with 2 to 3 years of people management experience.
- A Bachelor's degree from in disability studies, rehabilitation counseling, special education, social work, or a related field
- Or, an equivalent combination of education and experience that provides the required knowledge, skills, and abilities as outlined in this job description.
- Certified Professional in Accessibility Core Competencies (CPACC) and/or ADA Coordinator Training Certification Program (ACTCP) Certification is preferred but not required.

Diversity & Equal Employer Opportunity Statement

The City of Bend is committed to fostering, cultivating and preserving a culture of diversity and inclusion. At the City of Bend, we don't just accept differences; we value them. We are proud to be an Equal Opportunity Employer and support the Americans with Disabilities Amendments Act (ADAAA) and the Oregon Equal Pay Act.

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.bendoregon.gov>

Position #20220074
ACCESSIBILITY & EQUITY MANAGER
MG

710 NW Wall Street
Bend, OR 97701
541-388-5502

lduran@bendoregon.gov



**SANTA CLARA VALLEY WATER DISTRICT
(CA)**
invites applications for the position of:
**Racial Equity,
Diversity, and
Inclusion (REDI)
Manager**

An Equal Opportunity Employer

SALARY: \$13,294.67 - \$16,981.47 Monthly

OPENING DATE: 09/30/22

CLOSING DATE: 10/24/22 11:59 PM

DESCRIPTION:

Office of Racial Equity, Diversity and Inclusion Unit (Position Code 1022)

COVID-19 vaccination requirement:

*To protect our most valuable assets, our employees, as well as the communities we serve, Valley Water requires all newly hired Valley Water personnel to be fully vaccinated for COVID -19 (as defined below) or to be formally excused from the requirement through the **reasonable accommodation process (for details, see bottom of job posting). New hires will be required to submit their state digital vaccination record.

Valley Water Telework Program: Eligibility for telework will depend on the type of work performed, operational needs, and the ability for the employee to perform the essential functions of their job duties while teleworking. Employment with Valley Water requires employees to live within 150 miles of their primary physical work location located in San Jose, California by their start date.

This position is eligible for a hybrid telework schedule, typically working 40% remote and 60% onsite.

Overview:

Valley Water is looking for an experienced manager to lead its Office of Racial Equity, Diversity, and Inclusion (REDI) unit to drive strategic development and implementation of REDI programs, policies, and measurements to achieve REDI at an interpersonal level, organizational level, and community engagement level. The REDI Manager works under the general direction of the Division's Assistant Officer and Chief of External Affairs. This individual manages a staff of three, provides oversight to the Employee Resource Groups (ERGs), and oversees an annual budget of approximately \$1.5M.

The REDI manager will provide leadership to advance the agency's racial equity, diversity, and inclusion Strategic Master Plan goals and implement the agency's Equity Action Plans by recommending, developing, and implementing strategies and initiatives to drive organizational change to provide racially just and equitable service delivery. The successful candidate will oversee the development, design, coordination, and implementation of programs, policies, and best practices aimed at identifying and addressing systemic disparities and inequities within the organization and supporting business units in the implementation of strategic master plan goals

and equity action plans in providing recommendations, insights, and advice.

The ideal candidate is a visionary and has a demonstrated track-record of hands-on leadership, proven accomplishments, and superior performance. They are passionate about racial equity, diversity, and inclusion. They are pragmatic and solutions-oriented in moving the needle forward on critical initiatives by thinking both creatively and strategically, engaging key stakeholders in the community and across the organization such as the Board, Executive Leadership, and Employee Resource Groups (ERGs). They have an unwavering work ethic, an execution-mindset, a motivating and energetic leadership style, impeccable judgment, and excellent interpersonal and collaboration skills.

***This position may require occasional offsite event work at night and on the weekends.

Key Responsibilities include, but are not limited to:

- Guides, develops and leads the strategic work for racial equity, diversity, and inclusion throughout the organization.
- Recommends and executes solutions-orientated strategies and tactics to achieve measurable outcomes in advancing racial equity, diversity, and inclusion.
- Manages the daily office operations and strategic development and implementation of Racial Equity, Diversity, and Inclusion (REDI) programs, policies, and measurements to achieve REDI at an interpersonal level, organizational level, and community engagement level, in accordance with Valley Water's Resolution(s), management direction, and Board End-Polices.
- Manages consultants and staff in leading and developing the Strategic Master Plan efforts agency-wide, related equity action plans for each division area, REDI policies, and implements recommended strategies, tactics, or policy changes.
- Develops, manages, implements, and evaluates a comprehensive unit workplan to achieve goals and performance measures consistent with established strategies and the Valley Water's mission and goals for REDI programs.
- Provides staff leadership, oversight, guidance, and daily operational management of the REDI unit; develops and implements goals, objectives, policies, and priorities for assigned programs; manages budgets and forecasts resource needs.
- Plans, prioritizes, directs, coordinates, and reviews unit work of assigned staff; provides staff and performance reviews, performance coaching and implements discipline measures as appropriate.
- Works collaboratively and engages with the Board, executive and management teams, employee resource groups, and staff across the organization and business area teams to ensure racial equity, diversity, and inclusion are fully integrated in Valley Water's policies, processes, and practices; develops Racial Equity Action Plans in alignment with organizational goals and REDI goals and objectives to address unique issues and needs of each business area.
- Builds coalitions with community/diversity groups, partners, and builds alliances with local organizations known for advancing social justice and anti-racism strategies and builds and participates in coalitions with other water agencies and local government agencies.
- Collaborates with all units within Valley Water to establish collaborative relationships and promote community engagement with diverse communities served; actively engages with community groups and residents on issues of racism.
- Champions and leads racial equity, diversity, and inclusion by providing leadership, guidance, and technical support to Valley Water management and staff to establish and implement educational and training efforts focused on topics such as understanding racism, how it affects individuals, how to address and dismantle racism, and how to mitigate workplace racial biases.
- Evaluates and assesses various internal programs related to public outreach, recruitment, workforce development, procurement and contracting, construction management, grants management, and other related functions to ensure integration of recommended REDI strategies, goals, and objective, and outcome measurements.
- Supports local, state, and federal initiatives advancing social justice, eliminating racism, and in alignment with Valley Water and REDI strategies, goals, and objectives.
- Researches, develops, and writes REDI policy, guidance or resolutions including related procedures, protocols, etc.

- Develops, writes, edits, and produces unit reports, memos, presentations, talking points, and other materials for Board, management, and communities.
- Actively leads, staffs, and participates on assigned Board committees such as, but not limited to, the Diversity and Inclusion Ad Hoc Committee, Homeless Ad Hoc Committee, and related boards and committees, makes presentations, and manages board/committee recommendations and provides updates to the Board of Directors and management.
- Engages with the Board, Executive Leadership, management teams, and staff across the organization to lead organizational and cultural change efforts to advance racial equity, diversity, inclusion, and acceptance.
- Coordinates, writes, edits, and reports out on regular progress to executive management and prepares and presents Board items for annual Board unit updates, D&I Ad Hoc Committee agenda memos and reports, and other committees as necessary.
- Manages other highly complex administrative tasks such as preparing budget forecasts, managing budgets, staff management and supervision, including recruitment, hiring, performance coaching, and evaluations.
- This position requires occasional offsite event work at night and on the weekends.
- Serve in Emergency Operations Center (EOC) as part of the public informant officer branch, and/or as a Disaster Service Worker during emergencies.

Ideal Candidate's Background Includes:

Applicants whose experience and background best match the ideal experience, knowledge, skills, abilities, and education are considered ideal candidates for the position. To determine the top candidates, each applicant will be assessed based on the ideal candidate criteria as listed below.

Ideal Experience:

- Five (5) years of **management** experience or more managing/administrating agency-wide **racial equity, diversity, and inclusion initiatives** and/or program management, policy planning and evaluation where advancing social justice, diversity, equity, and inclusion, particularly for underserved communities, was a significant component.
- Experience working with disadvantaged communities (DACs), local tribal groups, students of color, and/or other underserved communities in promoting equity and advancing environmental justice efforts.
- At least two years of supervisory experience.
- Track record of building effective partnerships, influencing internal and external stakeholders, and driving and institutionalizing change.

Ideal Skills and Abilities:

- Strong leadership, program management, time management, and collaboration skills.
- Proven track record of building and operationalizing strategic programs and partnerships.
- Ability to take general outcome-based direction and develop solid actionable steps to achieve measurable results.
- Ability to negotiate sensitive issues, analyze conflicts, and facilitate effective resolutions.
- Ability to execute workplan goals, objectives, practices, policies, procedures, and performance measures related to REDI efforts.
- Provide administrative, management, and professional leadership and expertise related to REDI programs and strategies.
- Build organizational capacity for and collaborate and influence organizational and behavioral change by working with all levels in the organization.
- Conduct research, analyze complex issues, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- Effectively represent REDI programs and Valley Water and work with stakeholders, community organizations, and other external groups and individuals to find common ground and build consensus.
- Actively listen and effectively communicate with people across different cultures with empathy, understanding, and sensitivity.
- Understand, explain, and integrate REDI strategies with implementation of work plans and Valley Water policies, procedures, and practices.
- Exercise interpersonal sensitivity and group interaction skills to establish and maintain effective working relationships.

- Understand and incorporate the Valley Water's core values, ethical standards, and commitment to REDI strategies into all interactions with individuals, organizations, and communities.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar, syntax, and cultural competence. Advanced writing and editing skills are critical.
- Demonstrate understanding of, sensitivity to, and respect for the diverse socio-economic, racial, ethnic, religious, and cultural backgrounds, diverse abilities, and sexual orientation of Valley Water staff and the communities served.
- Ability to manage multiple projects and competing timelines in a fast-changing environment and easily pivot when needed.
- Self-starter, critical thinker, impeccable judgement, solutions-oriented, and hands-on team player and team leader.

Ideal Knowledge:

- Systemic racism, societal trends and influences, racial equity, social and environmental justice, equal employment opportunity, and effective institutional and behavioral change management principles and practices.
- Organizational development theories, practices, and capacity building tools to promote and advance REDI programs and initiatives at an institutional level.
- Environmental, social, economic, political, cultural, tribal and other considerations impacting REDI program development and implementation.
- Principles and methods for REDI curriculum and training design and instruction for individuals and groups, and for evaluating training effectiveness.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to REDI programs, EEO, tribes and environmental justice efforts and activities.
- Techniques for effectively representing Valley Water with governmental agencies, community groups, local tribes, and various business, professional, educational, regulatory, and legislative organizations.
- Methods and techniques of research, data collection, statistical analysis, report preparation, and presentation.
- Recent and on-going developments, current literature, and sources of information related to racial equity, diversity, and inclusion, tribal relations and environmental justice federal, state and local policies.
- Computer software applications, such as MS Word, Excel, Outlook, PowerPoint, cloud applications and other specialized software and databases.

Ideal Training and Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in public or business administration, ethnic studies, ethics justice and policy, public health or health science, mass communications, political science or international relations, psychology, organization development, sociology, behavioral sciences, social services, or a related field.

REQUIRED LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license. Individuals who do not meet the driver's license requirement due to a disability will be considered for a reasonable accommodation on a case-by-case basis.

To review the Classification Specification, please click [here](#)

SELECTION PROCESS:

- (1) The selection process may include one or more of the following: application review, application assessment, performance exercise, written exercise and/or interview.
- (2) The Employment Application, Qualifying Information Questions and/or Supplemental Questions will be evaluated based on the ideal candidate criteria listed above. Resumes are highly recommended.

NOTE: Position and start date is subject to availability of funds. Valley Water retains the right to repost this position as deemed necessary.

Consideration may be given to existing applicant pools within the same classification.

Covid-19 Vaccination Requirement:

Fully vaccinated means a person has completed the entire recommended series of a COVID-19 vaccine plus their first booster.

****Limited Exemptions to Vaccination Requirement**

An individual who has been provided a job offer may request a reasonable accommodation to the vaccination requirement if they:

1. Have a contraindication recognized by the U.S. Centers for Disease Control and Prevention (CDC) or by the vaccine's manufacturer to every approved COVID-19 vaccine. A contraindication means a condition that makes vaccination inadvisable;
2. Have a disability and are requesting an exception as a reasonable accommodation based upon this disability; or,
3. Object to COVID-19 vaccination based on their sincerely held religious belief, practice, or observance.

Valley Water's Equal Opportunity Non-Discrimination Policy is available for review upon request.

Valley Water will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources in advance of any special needs by calling 408-630-2260.

Please be aware that once submitted all application materials become the property of Valley Water and will not be returned. Human Resources staff are not authorized to make copies of application materials for applicants.

:

APPLY ONLINE AT:
<https://www.valleywater.org>

Job #01533-E
RACIAL EQUITY, DIVERSITY, AND INCLUSION (REDI)
MANAGER
BM

OUR OFFICES ARE LOCATED AT:
5750 Almaden Expressway
San Jose, CA 95118
1-408-630-2260
recruit@valleywater.org

An Equal Opportunity Employer

Racial Equity, Diversity, and Inclusion (REDI) Manager Supplemental Questionnaire

- * 1. I acknowledge that I have entered my Work Experience and Education on the employment application and I am aware these are required fields. If they are not completed, the application is considered incomplete and I will be disqualified as an applicant for the position.
 Yes No
- * 2. Please answer the supplemental questions thoroughly, clearly and concisely as the responses provided (along with the entire application package) will be carefully reviewed to determine which candidates will move forward in the recruitment process. I have read

this information and am aware of the importance of responses to the supplemental questions.

Yes No

- * 3. I acknowledge and understand that upon selection, and as part of the conditions of employment, I will be required to show proof of COVID-19 Vaccination and first booster. Valley Water requires all newly hired Valley Water personnel to be fully vaccinated (for COVID -19) or to be formally excused from the requirement through the reasonable accommodation process at the time of hire.
 Yes No
- * 4. Do you have five (5) years of experience in program and/or policy planning and evaluation where advancing social justice, diversity, equity, and inclusion were a significant component?
 Yes No
- * 5. Please indicate the number of years of experience you have supervising full-time staff (regular, temporary, contract, and/or interns). This would include responsibility for employee evaluations, salary decisions, hiring, disciplinary actions, and work schedules.
 None
 Less than two years
 Two to Three years
 Three to five years
 Five years or more
- * 6. Do you have the equivalent of a Bachelor's degree from an accredited four-year college or university?
 Yes No
- * 7. Please describe the racial equity, diversity, and inclusion programs you have led that have achieved measurable impacts in your organization and/or community. Be sure to indicate the direct role in any initiatives you cite.
- * 8. Please describe in detail how you have obtained your supervisory or management experience. Experience supervising full time staff (regular, temporary, contract, and/or intern) which includes responsibility for employee evaluations, salary decisions, hiring, disciplinary actions and work schedules is qualifying. Please be sure to include what your role as a supervisor entailed and the type of staff supervised.
- * 9. Please list the full name of the regular/permanent Valley Water employee who referred you to this position (only one name will be accepted, so if multiple are listed, the first name provided will be documented as the referring employee). If this does not apply to you, write "N/A".
- * 10. Employment with Valley Water requires employees to take an Oath as a Disaster Service Worker within California and to live within 150 miles of Valley Water Headquarters in San Jose, California by the start date. Valley Water does not cover relocation costs. If you live further than 150 miles from Valley Water Headquarters, please discuss your willingness to relocate if offered the position. If this does not apply to you, write "N/A".

* Required Question

School District of McFarland
McFarland, Wisconsin

Updated March 9, 2023

Position Description

POSITION TITLE: Director of Equity (Districtwide)

QUALIFICATIONS:

1. Advanced degree (Master's or higher) in educational leadership, curriculum and instruction, or a related field and licensure or ability to obtain DPI licensure in an administrative category is preferred.
2. Experience in practical application of closing the opportunity gap through continuous improvement within a K-12 school system is preferred.
3. Ability to create and lead effective professional development facilitating groups with diverse backgrounds, experiences and perspectives.
4. Ability to work in a cross-functional team environment, interacting effectively with multiple schools and departmental cultures, as well as community groups and organizations.
5. Demonstrated competence in working with people from diverse backgrounds across race, gender, ethnicity, language, ability, sexual orientation, family background, and/or family income.
6. Successful experience in school administration is preferred.
7. Excellent written and verbal communication skills.
8. Excellent problem solving, conflict resolution and critical thinking skills.
9. Excellent collaborative and group processing skills and a willingness to participate in team leadership.
10. Excellent technology skills.
11. A record of success based on integrity, collaboration and leadership capability.

REPORTS TO: District Administrator

SUPERVISES: As assigned

JOB GOALS: The position of Director of Equity is responsible for co-creating and assisting in the execution of short and long range equity goals and strategies supporting the district's strategic plan, mission and vision. This position co-creates and revises institutional policies, practices, structures, and programs fostering a climate of equity and acceptance that respects, values and responds to the diversity of students, staff, parents/guardians, and the community. The Director of Equity will collaboratively facilitate the District's efforts in sustaining a culture of equity, inclusion, and belonging for students, staff, and families with a specific focus on the academic and social outcomes of underserved populations. The Director of Equity co-creates strategies in connection with the workforce focus outcomes focused on increased recruiting, hiring and retention of a diverse staff that is representative of a global society. The Director of Equity supports district and building leaders and all staff in providing coaching, professional development and technical support to teachers, student services staff, support staff and administrators in addressing identified

equity challenges, both academic and behavioral. The Director of Equity will work with students and families in collaboration with other staff as an addition and not a replacement for the equity work of all staff.

JOB RESPONSIBILITIES:

In collaboration with building and district leadership, the Director of Equity will (in order of priority):

1. Educational Excellence:
 - a. Co-lead, implement, and support strategies ensuring a culturally inclusive lens is integrated into the curriculum review cycle.
 - b. Support professional educators in providing culturally responsive classroom instruction leading to an inclusive and equitable educational experience.
 - c. Co-create, implement, and support strategies in connection with the district strategic plan focused on bringing equitable and exemplary student learning outcomes for students of color, English learners, and students receiving free and reduced meals, students with disabilities, students who are LGBTQIA+, and all historically marginalized students.
 - d. Oversee the implementation of building level Equity Teams and a district level equity team focused on creating inclusive and equitable learning and working environments.
2. Professional Development
 - a. Co-design and coordinate Professional Development opportunities in the area of equity and social justice to further develop the social and cultural competencies of district staff.
 - b. Research, understand, and share best practices in leading an inclusive and equitable school system.
 - c. Coach district and building administrators in utilizing strategies in building inclusive and equitable learning and working environments.
3. Systems, Policies, & Procedures
 - a. Facilitate and be accountable for the ongoing improvement process of a district Equity Framework as it relates to the aligned outcomes in the district strategic plan.
 - b. Assist in the ongoing analysis of the data related to the system's impact on students and families.
 - c. Co-create and revise policies and procedures reflective of an equitable multi-level system of support, including, but not limited to, building problem solving teams.
 - d. Co-create, implement, and support strategies across the district that address racial disparities in student discipline and foster a student behavior management plan rooted in anti-racist, inclusive, and restorative practices.
 - e. Revise policies related to anti-harassment and support their implementation.
4. Human Resources
 - a. Co-create strategies in connection with the workforce focus outcomes defined in the district strategic plan focused on increased recruiting, hiring and retention of a diverse staff that is representative of a global society.
 - b. Supports, monitors, and facilitates the equitable and consistent application and interpretation of District policies and/or State, Federal, and local regulations.
 - c. Support and co-lead the facilitation of staff Affinity groups.
5. Student Engagement
 - a. Co-create and support student leadership opportunities in matters related to diversity, equity, and inclusion.

- b. Support the coordination of on-campus and off-campus opportunities (i.e. workshops, national and state conferences) for students to further their own equity education or pursue specific long term goals (i.e campus visits).
 - c. Engage with and support student organizations focused on equity, diversity, and inclusiveness (i.e. Affinity groups, Black Student Unions).
 - d. Engage with students, staff, and families in classrooms, common areas, co-curricular events.
6. Family and Community Partnerships:
- a. Engage with school community stakeholders including, but not limited to: School community-parent/guardian organizations, the Village of McFarland, business education partnerships, service clubs, and student organizations (i.e. Black Student Union).
 - b. Serve as a liaison with local, state, and national agencies, organizations, and groups to cultivate partnerships focused on closing equity/achievement/graduation gaps.
 - c. Serve as a liaison between families and schools in relation to equity-related opportunities and challenges
7. Communications:
- a. Support and assist with district and building communications to ensure communications are culturally representative, representative of diverse family structures, and take into account home languages of families.
 - b. In collaboration with District Administration, provide ongoing communication to all district stakeholders including the School Board regarding the District's equity goals, vision, plan, and accomplishments.