

Anoka-Hennepin Independent School District #11
Job Description

Title: Assistant Director of Student Services, Diversity, Equity, & Inclusion
Department: Student Services
Reports to: Director of Student Services
Prepared Date: March 2022

SUMMARY OF RESPONSIBILITIES

Assist in the direction of Student Services programs and activities for the Anoka-Hennepin School District with a focus on safe and welcoming schools, educational equity, and excellence. Responsible for program development, implementation, budget preparation and monitoring, staff supervision, program evaluation and reporting, and interface of programs with other District and/or community programming. Ensure access to full participation, resources and services for all Anoka-Hennepin students and families through the following duties:

DUTIES AND RESPONSIBILITIES

- Assist the Director with planning, implementation, and management of programs, staff and activities including: Achievement and Integration Minnesota (AIM) Plan/Budget, Homeless Outreach and Education (HOPE), Migrant Outreach, Title III, Title VI, and Title IX.
- Assist the Director in with the planning, implementation, and management of Equity Achievement Plan; including leading the district-wide Equity Achievement Team and the facilitation of district-wide professional development.
- Assist the Director in the facilitation of the Student Services Leadership Team, Student Services Advisory Team, and others as assigned.
- Provide expertise in gender identity support
- Serve as the district liaison to school-based Gay Straight Alliance (GSA) groups.
- Works with the Director to design and establish systems and processes for monitoring and reporting the fidelity of program implementation conducted by the Student Achievement Advocates.
- Plans, develops and directs the training/staff development for Student Achievement Advocates and facilitates SAA meetings to support programs and ensure fidelity of implementation.
- Collaborates with school administrators to provide leadership and insight regarding expectations and principal evaluation of Student Achievement Advocates.
- Serves as district liaison to Parent Advisory Committee for Racial and Ethnic Equity (PACREE) and engages and collaborates with community partners and parents to maintain strong systems of support for students.
- Research and support effective approaches and programs aligned to the districts' Achievement and Integration goals, World's Best Workforce goals, the District's Equity Achievement Plan.
- Collaborate with Curriculum, Instruction, and Assessment Department staff to provide cultural inclusion in curriculum materials and to support culturally relevant instructional practices, including New & Probationary Teacher Orientation and Professional Development.

- Request and implement grant funding from state, federal and philanthropic sources in collaboration with Student Services leadership.
- Works collaboratively with the Employee Services Department to develop and implement initiatives for the recruitment and retention of staff of color as well as provide opportunities for the development and advancement as well as increase of the number of staff of color.
- Supervise the multilingual coordinator; translation services, EL student and family support, and EL assessment.
- Work collaboratively with the Communications and Public Relations Department and the Family Welcome Center staff to ensure effective multilingual communication.
- Conduct performance appraisals, in compliance with State law and School Board Policy, for all staff who report directly to this position.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervise Student Achievement Advisors, cultural liaisons, and multilingual coordinator. Perform supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work.

EDUCATION and/or EXPERIENCE

Requires Master's degree in education or related field including advanced training in Diversity, Equity, and Inclusion. Five years of related professional experience in student support services or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Current MN teaching license and/or current valid Minnesota K-12 Administrative License preferred. Certifications in Intercultural Development Inventory or other equity-related instruments and/or training programs preferred.

PREFERRED EXPERIENCE

Previous experience working with diverse communities; knowledge of the Anoka-Hennepin school community preferred. Teaching and administrative experience preferred.

KNOWLEDGE, SKILLS & ABILITIES

Excellent analytical, critical thinking, and judgment skills.

Proficient in the use of computer technologies, including word processing, spreadsheets, email, and calendar tools.

Excellent verbal, written and interpersonal communication skills.

Knowledge/understanding of laws, rules, and regulations affecting related school district operations.

Knowledge of program planning, implementation, and evaluation.

Knowledge of the principles and practices of training and professional development.

Ability to facilitate meetings and implement work plans.

Ability to interact effectively with individuals and groups in a variety of settings, with persons of diverse backgrounds, experiences, and agendas.

Ability to maintain regular attendance, which includes completing as assigned day.

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. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. The employee may be required to travel to individual school or off-site locations to conduct business related to the essential functions of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required. The noise level in the work environment is usually quiet.