



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 1/2/2024

Assistant Superintendent, Diversity, Equity, Inclusion and Accessibility

Pay Scale: Cabinet

Level: NA

FLSA Status: Exempt

Job Family: Executive

Primary Location: Administrative Building

Department Overview

The Superintendent's Office provides leadership and guidance to all school sites and administrative offices throughout the Division. The Office works closely with the School Board to interpret policy, assure compliance, and provide strategic direction to the Division to meet the needs of students, parents, families, employees and community members. Additionally, the Office is home to the Division's deputy superintendent, internal audit, communications and community engagement, ombuds, legal counsel, and safety and security operations.

Job Overview

The Assistant Superintendent of Diversity, Equity, Inclusion and Accessibility leads cross-departmental efforts to promote and sustain educational equity and inclusiveness. The Assistant Superintendent of Diversity, Equity, Inclusion and Accessibility collaborates with Chief Officers, Assistant Superintendents, other division-level staff members, school-level staff members, and external stakeholders to facilitate the development, implementation, and refinement of a comprehensive educational equity strategy aligned with the LCPS Strategic Plan.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Provides leadership and coordination of cross-departmental efforts to promote and sustain educational equity and inclusiveness, including efforts relating to achievement gaps, discipline disproportionality, the lack of a diversified teacher workforce, and participation by students from underrepresented groups in deeper learning experiences, including advanced programs and courses and gifted education.
- Collaborates with Assistant Superintendents, other division-level staff members, school-level staff members, and external stakeholders to facilitate the development, implementation, and refinement of an action-oriented, multi-year, comprehensive educational equity strategy that includes measurable goals.
- Expands the capacity of LCPS as it relates to equity and inclusiveness by serving as a resource for others on these matters and by collaboratively supporting efforts to provide professional learning pertaining to equity and inclusiveness, including culturally responsive instruction, school climates, as well as equitable hiring and promotion.
- Provides leadership in leveraging community partnerships, including serving as the staff liaison with the Minority Student Achievement Advisory Committee, the School Board's Equity Committee, and as a designee for other internal or external groups, as designated by the Superintendent.

- Oversees the development and implementation of culturally responsive instructional materials in LCPS; leads cross-departmental collaboration with curriculum leaders to make certain that all student needs and experiences are affirmed and included in the LCPS curriculum.
- Sets forth recommendations regarding the use, reallocation of and request for financial and human resources across the division in support of equity and inclusiveness and based on the analysis of the current usage of resources.
- Reviews and facilitates the development of recommended changes to School Board policy and staff regulations related to aligning policy and regulation with the Division's comprehensive equity strategy.
- Seeks advice from Division Counsel regarding legal and regulatory requirements as needed to inform efforts to promote and sustain educational equity and inclusiveness.
- Responds to questions from schools, administrators, and citizens about programs and services, directing inquiries to appropriate individuals and processes.
- Attends School Board meetings and prepares reports for the School Board as the Superintendent may request; performs related work as required and all other duties as directed by the Superintendent.

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Master's degree in education, school administration and/or related field

Experience

Experience in teaching, school administration and/or related field

Licenses and Certifications

NA

Knowledge, Skills and Abilities

- Demonstrated understanding of and commitment to educational equity, inclusion, and cultural competence
- Knowledge of curriculum and instruction, pupil services, human resources and budgeting
- Ability to effectively plan, organize and execute work, with attention to detail
- Ability to communicate effectively, both orally and in writing
- Ability to exercise sound judgment in professional matters
- Ability to demonstrate the professional characteristics necessary for working effectively with diverse licensed staff, administrative staff, support staff, parents, and other community stakeholders

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.