

Newburgh Enlarged City School District
Job Description

TITLE:	Chief Equity Officer
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REPORTS TO:	Superintendent
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QUALIFICATIONS:	<ol style="list-style-type: none"> 1) NYS SDA or SDL certification. 2) Master's Degree required; Doctorate preferred. 3) School Administration experience required. 4) Experience as a district-level administrator preferred. 5) Experience working with a diverse student population.
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JOB GOAL:	To support the Superintendent of Schools to address equity issues within schools that will close achievement gaps and eliminate disproportionate discipline practices.
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DUTIES AND RESPONSIBILITIES:	Equity and Access
DUTIES AND RESPONSIBILITIES: (continued)	<ol style="list-style-type: none"> 1. Lead the strategic and visionary priorities of the newly created Division: Office of Equity. 2. Increase equity in operational, academic, and resource support for all scholars. 3. Chair the Newburgh Equity Team comprised of district staff and community stakeholders. 4. Lead social justice and educational equity for all scholars. 5. Review and assess district policies, practices, and decisions for impact on equity, and increase transparency on how district decisions and policies impact equity. 6. Lead the development and implementation of equity, diversity, and inclusion initiatives districtwide. 7. Monitor and enforce expectations in the district's policy for <i>equitable educational outcomes</i> for all scholars. 8. Enhance the instructional core in all schools so teaching and learning is responsive to the needs of our populations with special consideration for diverse learners. 9. Assist in the development, organization and implementation of professional development opportunities for district staff with an emphasis on racial and equity awareness. 10. Collaborate with district and building leaders to design and implement an Equity Report Card to collect input, analyze data (both qualitative and quantitative), monitor, and report progress on identified indicators. 11. Create and assess key performance indicators and continuously review specific equity data and trends. 12. Identify and address academic barriers, reduce disproportionality, and monitor measurable outcomes that lead to greater student success. 13. Serve as the lead facilitator of grants and initiatives that address improved outcomes for children of color; i.e. Be a Star, MBK, etc. 14. Collaborate with Central Office and school leaders to:

- a. develop and support professional learning and resources for culturally sustaining/relevant curriculum and instruction
- b. ensuring equitable access to high-quality programs and partnerships for NECSD scholars and schools
- c. increase diversity in teaching force and NECSD leadership pipelines
- d. increase cultural competence and address implicit bias with district staff

Family and Community Engagement (F.A.C.E)

- 15. Directly supervise the Director of F.A.C.E and all associated departmental staff
- 16. Coordinate internal and external resources and community partners for the District's equity work.
- 17. Coordinate with external partners, including government agencies and community-based organizations, to align equity efforts districtwide.
- 18. Coordinate and participate in city, regional, and national efforts to address Race and Equity.
- 19. Serve as the district lead in helping families access the school system.

Restorative Interventions for Student Empowerment (R.I.S.E.)

- 20. Evaluate and support the R.I.S.E. & Evening School administrators.
- 21. Actively monitor and evaluate the R.I.S.E. program and make recommendations as needed to the Superintendent.
- 22. Monitor suspension data on a regular basis in collaboration with school building leaders to address any disproportionality in the district.

Extended School Year Program

- 23. Serve as the lead coordinator and evaluator of all Extended School Year Programs (ESYP) to ensure students have access to effective remedial and enrichment opportunities over the summer.
- 24. Produce an annual ESYP evaluation to the Superintendent

Other

- 25. Support the Superintendent with the operations of the Superintendent's Hearing Office and suspension process.
- 26. Oversee, supervise, and evaluate staff assigned to the Equity and Access Department.
- 27. Other duties as assigned by the Superintendent or his designee.