

Hilliard City Schools

JOB OVERVIEW	
JOB TITLE	Director of Diversity, Equity and Inclusion
REPORTS TO	Assistant Superintendent
EMPLOYMENT STATUS	Regular/Full-time
FLSA STATUS	Exempt

GENERAL JOB DESCRIPTION	
To lead the district's efforts in building a culture of diversity and inclusion for all students, families, employees, and community. Responsible for providing direction and support as we build a truly multicultural curriculum across all departments, and equitable classrooms in which all students have equal access and opportunities to learn and achieve to their fullest potential.	
DUTIES & RESPONSIBILITIES	
<ul style="list-style-type: none">• Increase the racial/ethnic diversity of classified, certified, and administrative staff through focused recruitment, hiring, and retention strategies• Keeps abreast of developments in diversity and inclusion with district leaders to determine appropriateness for inclusion in the district's educational plan• Ensure staff understands their own implicit biases, use diverse teaching practices, and incorporate diverse perspectives in their interactions with students and families• Leads efforts to conceptualize, define, assess, nurture, and cultivate diversity as an institutional and educational resource• Collaborates with district leadership team to create, implement, and monitor programs designed to ensure fair and equitable treatment of students, faculty, and staff• Assists the district and schools in resolving educational and diversity issues affecting educators, students, parents, and the community.• Provides analysis of legislation and regulations related to equity and affirmative action• Supports school administrators on equity-related issues for effective administration of all aspects of school programs• Develop professional development opportunities as related to diversity, equity, and inclusion• Expand student diversity programming• Work with School leaders and supervisors to develop and model actions and assess outcomes in the areas of diversity and inclusion• Provide guidance and consult with HCSD staff, faculty, and administrators on a broad range of strategies, opportunities and initiatives that will further diversity and inclusion within the HCSD community• Plan and manage budgets related to diversity initiatives; and obtain funding for programs, activities, and initiatives.• Other duties as assigned	
QUALIFICATIONS	
<ul style="list-style-type: none">• Master's degree or equivalent in related field• Principal's certificate/license from the Ohio Department of Education• Five to ten years of progressive experience in field• Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate	

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Created June 2020

Revised July 2021