

**TITLE:** Director of Professional Standards and Equity

**QUALIFICATIONS:**

1. Master's Degree or higher
2. A minimum of five years demonstrated management experience including planning, organizing, directing, staffing and overseeing large budgets.
3. Expertise in working with students, parents, community agencies, and school personnel.
4. Demonstrated competency in promoting an understanding of all equity issues, e.g. race, disability, gender, etc.
5. Demonstrated ability to understand ordinances and laws in order to develop recommendations regarding District interaction with governmental agencies.
6. Demonstrated skill in continuous improvement processes such as Quality, Best Practices and Interest-Based Problem Solving.
7. Demonstrated ability to recruit, select, manage and evaluate personnel.
8. Demonstrated oral and written skills and the ability to communicate with diverse groups.
9. Experienced with industry-standard computer applications.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Executive Director of Human Resources and Employee Relations and/or Designated Administrator

**JOB GOAL:** To maintain the standard of professional conduct, performance and equity with District employees, students and the community.

**ESSENTIAL FUNCTIONS:**

1. Coordinates the Unitary Status Consent Decree, including all related policy requirements, and monitors the implementation of the School Board's equity/unitary policies.
2. Performs periodic audits to ensure the District is in compliance with equal employment and equal educational requirements and reports findings to the School Board.
3. Provides inservice training to ensure employee knowledge of sexual harassment and equity issues in compliance with federal, state and local regulations prohibiting discrimination.
4. Conducts investigations and resolves complaints of unfair employment or educational practices that involve discrimination in a timely and consistent manner.
5. Serves as the Florida Department of Education Equity Contact Person and trains equity representatives at various locations.

6. Monitors student and instructional personnel data to ensure compliance with the Florida Educational Equity Act.
7. Provides leadership by coordinating and training the school-based equity coordinators while serving as a resource.
8. Initiates recommendations for updating School Board policies regarding civil rights laws.
9. Reviews and makes recommendations for equity in athletics and other school activities.
10. Directs all activities related to professional standards and equity staff to include investigations, fingerprinting, pre and post-employment feedback.
11. Serves as the Pre-determination hearing officer for investigations.
12. Serves as the ADA hearing officer and makes recommendations.
13. Reviews and analyzes professional standards and equity data and makes recommendations.

**OTHER RESPONSIBILITIES:**

Performs related work as required. (NOTE: 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.)

**PHYSICAL REQUIREMENTS:**

Position requires light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Twelve month year. Salary as established by the Board.

**ASSESSMENT:**

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of administrative personnel.

Adopted: 05-25-99

Revised: 07/01/2006