

JOB TITLE
ASSISTANT SUPERINTENDENT
DIVERSITY, EQUITY AND
POVERTY PROGRAMS

DIVISION
ADMINISTRATION

REPORTS TO
SUPERINTENDENT

SALARY SCHEDULE & GRADE
IV, GRADE 16

LENGTH OF WORK YEAR
260 DAYS

DATE
OCTOBER 22, 2007

SCOPE OF RESPONSIBILITIES

Plans, promotes and coordinates all phases of the district's racial and ethnic diversity, equity, and poverty efforts, including affirmative action, minority affairs, and poverty-related programs.

PERFORMANCE RESPONSIBILITIES

1. Provides leadership and guidance to the programs, services and activities of the Department.
2. Provides leadership for programs that promote racial and ethnic diversity and integration within the district for students in schools at all levels of the system.
3. Provides leadership to ensure diverse faculties and administrative staffs at all levels of the school system.
4. Develops programs to ensure equity for all students and equal access to all educational programs including the evaluation of the effectiveness of such programs.
5. Works closely with representatives of community organizations and groups to formulate recommendations which relate to diversity, equity, and poverty issues.
6. Produces internal and external documents that delineate progress in these areas.
7. Coordinates with other departments to move projects forward.
8. Provides and promotes cultural awareness programs for staff.
9. Coordinates the district's achievement gap initiatives and dropout prevention. Examines district data related to disproportionality issues.
10. Provides leadership in developing plans and programs designed to establish good working relationships with district staff and the community in the diversity/equity/poverty area.
11. Writes grant proposals to support initiatives within the department.
12. Performs other duties as assigned by the Superintendent.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Master's Degree with Kentucky Certification in Administration and/or Supervision (Superintendent certification)
2. Five (5) years administrative experience in education and/or governmental related positions
3. A general knowledge of federal and state regulations affecting compliance in an educational agency
4. Technical knowledge of and experience in affirmative action programs

DESIRABLE QUALIFICATIONS

1. Prior experience in program development
2. Knowledge of Civil Rights enforcement agencies and procedures
3. Demonstrated ability to work with agencies and community organizations
4. General knowledge of Kentucky School Law

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