



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Chief Equity Officer
Department: Central Office
Reports To: Superintendent of Schools
Salary Guide: Twelve-month employment contract as Approved by the Executive County Superintendent and the West Windsor – Plainsboro Regional School District Board of Education
Prepared Date: May 23, 2023

Position Summary: The Chief Equity Officer is responsible for developing and implementing short and long range equity goals that support the district's strategic plan, mission and vision, while specifically promoting a climate focused on equity, diversity, inclusion, and belonging. The position assumes the major duties of organizing, coordinating and directing the development, implementation and coordination of all district strategic goals, implementation plans and the subsequent professional development for teachers and administration related to the strategic plan. Furthermore, oversee and coordinate new teacher induction and additional strategic initiatives as assigned by the Superintendent.

Qualifications: Possession of a valid New Jersey School Administrator Certificate. Substantial prior administrative experience with progressive leadership responsibilities, which would lead to the probability of success in the position. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Essential Duties and Responsibilities

ADMINISTRATION

- Provide coordination, consultation and assistance to the superintendent and the administrative cabinet on equity and diversity matters related to WWP student, staff, parents, and the school community.
- Consult and facilitates the development and implementation of the District Equity Plan.
- Promote supportive and culturally responsive learning environment that fosters academic achievement for all students.
- Develop and implements systems and procedures to address the needs of culturally and linguistically diverse students, parents, and families.
- Promote supportive an culturally responsive learning environments that foster academic achievement for all students.
- Assists the Superintendent in accomplishing the district's Strategic Plan/Goals by working in areas identified by the Superintendent.

- Provides for the evaluation of programs under his/her jurisdiction, and makes appropriate recommendations for deletion, addition, or modification of such programs.
- Direct and supervise all phases of the district's in-service/staff development program for certified and non-certified personnel. Ensure state requirements are met for teaching staff and administrators.
- Assist the process of obtaining and applying for state and federal grants.
- Assists the schools and central administration in the development of budgets and guidelines for per pupil or program expenditures.
- Participates in the interview process and selection of members of the administrative staff or other positions as appropriate.
- Assists the Superintendent in the evaluation of the designated supervisory staff and other positions as appropriate.
- May represent the Superintendent internally on standing committees, special committees and externally at special events, service club meetings and community activities.
- May attend board meetings and prepare periodic reports for the Superintendent and Board of Education on measures of progress on all assigned tasks.
- Contributes to the administration's efforts to create and maintain a positive relationship with its employees including active participation in negotiations with the three (3) employee organizations.
- Performs such other duties as may be assigned by the Superintendent of Schools and/or designee.
- Serves as a member of the Superintendent Cabinet.
- Accepts from the Superintendent such responsibilities as the Superintendent chooses to delegate, and assumes full responsibility for discharging them.
- Performs the role of liaison to ad hoc committees of the Board of Education, as designated by the Superintendent.
- Assists in the determination of programs needed by the schools through careful evaluation and research and makes appropriate recommendations to the Superintendent for changes.
- Reports regularly to the Superintendent on any developments or problems within the District coming to his/her attention and requiring the Superintendent's awareness or action.
- Reports on the status of District programs and services at the request of the Superintendent through public presentations and other methods of communication.

PROFESSIONAL DEVELOPMENT

- Develops, organizes and implements professional development opportunities for district, building, and programs with an emphasis on racial and equity awareness.
- Supervises the new teacher orientation programs on teaching procedures, materials for instruction, and pupil-teacher relationships.
- Disseminates materials and information related to the latest developments within the educational process.
- Administers, organizes, and directs professional development opportunities for administrators, teaching staff and non-certificated staff.
- Designs, oversees, and implements professional development activities consistent with district strategic goals and initiatives.

- Provides leadership to ensure understanding of the educational objectives of the district's program, and plans and administers in-service and professional development experiences accordingly.

TECHNOLOGY SKILLS

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, IEP software program, Genesis Employee Portal and Student Information System.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy for the Evaluation of Administrative Personnel.

PHYSICAL DEMANDS

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education annually.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable

accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 5/24/2023

Certified by: CJ Comella
Director of Human Resources