



**Administrator for Equity & Inclusion**

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**Assignment:** District Office  
**Reports To:** Superintendent or designee  
**Evaluated By:** Superintendent or designee  
**FLSA Status:** Exempt

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**JOB SUMMARY**

The Administrator for Equity and Inclusion leads the District's efforts to build an organization based on equity and inclusion for all students, by promoting the ideals of embracing differences and elevating them as strategic opportunities. With specific focus toward historically underrepresented populations, the incumbent provides direction and coordinates leadership activities that serve to promote a culture of equity system-wide. The Administrator for Equity and Inclusion serves as the key advisor to the Superintendent and the leadership team on practices that eliminate disparities in student success and prepare all students to be college and career ready.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Identify and address institutional biases preventing historically underrepresented students from reaching their full potential.
- Coordinate and conduct equity, diversity, and inclusion training with all staff groups.
- Supporting culturally responsive teaching strategies for student achievement.
- Model and support the district strategic plan goals.
- Support administrators and teachers in addressing and responding to specific events, including modeling inclusive communication and equitable discipline.
- Facilitate and participate in district and site-based equity committee meetings; support specific agenda and follow up on actions.
- Produce, analyze and deliver quarterly qualitative and quantitative data reports to the leadership team, superintendent, and school board.
- Using disaggregated data, support closing the achievement gap and the reduction of disproportionate discipline and attendance.
- Support curriculum development, ensuring equity and inclusivity in instructional materials and lessons.
- Promote District commitment to equitable student success through collaboration with individuals and groups inside and outside the district, including participation on community equity committees and organizations.
- Ensure equity and inclusivity in English Language Learner programs.
- Support cultural diversity in advanced placement courses, dual credit classes, academic electives/clubs, and the arts.
- Work with leadership team to support the growth and retention of a diverse district workforce.
- Coordinator of new teacher mentor activities and programs.
- Participate in the teacher evaluation committee, supporting an equity/inclusivity lens on the evaluation process.
- Maintain a daily organizational calendar of activities and meetings.
- Support and participate in student home visits as needed.
- Participate in research and vetting of on-line learning opportunities.
- Attend school and district-based student events; cultural, sports, arts, etc.
- Contribute to District leadership in a responsible and collaborative manner, creating a strong school district.



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### ADDITIONAL DUTIES

1. Model compliance with applicable District policies and procedures.
2. Participate effectively at regular team meetings with teacher and other support staff, as requested, using appropriate social skills.
3. Maintains safe environment for students at all times.
4. Reports safety, sanitary and fire hazards immediately to fire or police as appropriate.
5. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
6. Maintain professionalism and confidentiality.
7. Maintains appropriate certifications and training as required.
8. Completes job duties and meets deadlines.

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### SUPERVISORY RESPONSIBILITIES

As a member of the administrator's team this position will have some supervisory responsibility throughout the district and is responsible for modeling professional, respectful, and collaborative leadership.

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### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Masters' degree in education. Minimum 3 years of teaching experience.
- **License/Certification:** Valid OR teacher certification. Oregon Administrative credential preferred.
- **Interpersonal Skills:** Works well with diverse populations of students and adults. Models direct, open, credible communication and active listening skills. Maintains a growth mindset in all communication and interactions.
- **Computer Skills:** Strong Microsoft Office Suite skills. Experience with Word, Excel, PowerPoint, Outlook, One Note, and SharePoint preferred.

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### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work will occur in an office or classroom setting; noise level is generally low to moderate, buildings vary from single story to 3-story and while most work will be conducted indoors, occasionally there will be a need to work outside. Any position working within schools may result in exposure to blood borne pathogens.



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**VALUES**

The District is focused on eliminating systemic racism and its impact on student learning. ASD is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service. Ashland Public Schools is an equal opportunity and affirmative action employer

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**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as needed.

Prepared By: Ashland School District    Prepared Date: Laurie Rooper  
Reviewed By: Bargaining Unit & District.  
Adopted: 5/15/19                                      Review Date:

I have read and understand this job description.

**Signature:**

**Date:**

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