



CODE: 07433
UNIT: ADE
GRADE: 6-A
FLSA: Exempt

CLASSIFICATION TITLE

SENIOR DIRECTOR of DESEGREGATION COMPLIANCE and STUDENT EQUITY

SUMMARY

This position is the primary District leader responsible for overseeing implementation, monitoring compliance, and managing communications regarding the Unitary Status Plan, which mandates a variety of activities in connection with desegregation of District schools. This position is responsible for directing and managing activities related to student discipline, academic and behavioral support programs, dropout intervention, and equity based approaches to academic and behavioral challenges. The Senior Director of Desegregation Compliance and Student Equity works to ensure students are being disciplined and/or suspended in an equitable and consistent manner, in accordance with laws and Governing Board policies.

REPORTS TO: Assistant Superintendent Student Services

MINIMUM REQUIREMENTS

Master's Degree in Educational Leadership, Curriculum and Instruction, Public Administration, Business Administration, or a related area

Three (3) years of teaching experience at any level.

Three (3) years program management and/or supervisory experience.

Ability to analyze and interpret complex data

PREFERRED QUALIFICATIONS

Arizona Administrative Certificate with Structured English Immersion (SEI) endorsement, or eligibility to obtain such certification

Administrative experience is preferred.

Experience with Internal Audits, compliance reporting, and data analysis

Experience as a Compliance Officer, Project Manager, Administrator or similar position in a complex organization.

Supervisory experience and leadership of a major program, project, or initiative, preferably within a public school setting

Bilingual in Spanish

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Directs District efforts to implement a court-ordered Unitary Status Plan, including but not limited to district planning, implementation, and reporting in connection with implementation and compliance.

Supervises internal personnel, communicates with outside legal representation, experts, and court-appointed Special Master regarding implementation and compliance work.

Directs appropriate personnel and departments to ensure equitable student support programs for areas including but not limited to academic achievement, behavioral challenges, drop out prevention and mentoring, and desegregation Unitary Status Plan (USP) compliance.

Understands and applies project management methodologies to timely identify deliverables, coordinate efforts, and meet applicable deadlines.

Directs appropriate personnel and/or departments to assist in the ongoing implementation of Restorative Practices to include developing model behavioral assessment and interventions, and assisting school sites in developing systems and structures for self-monitoring practices. Evaluates program effectiveness as related to desegregation orders and the USP.

Briefs Superintendent's designee and Governing Board on data analysis, summaries, trends and identification of areas of progress and concern related to desegregation compliance. Advises the Superintendent's designee and Governing Board on the effectiveness of District efforts to comply with desegregation orders, including the Unitary Status Plan, and on policies and procedures related to such orders and to the Plan; makes recommendations as appropriate.

Ensures that student suspensions are, from the suspension through appeals and expulsion, tracked and documented properly, and handled consistently throughout the District. Investigates formal parent complaints regarding discipline and takes action to resolve.

Reviews enrollment, expulsions, suspensions and discipline to ensure due process is followed and students' education rights are not denied or abridged.

Directs the coordination of all public requests for desegregation information.

Directs the collection, compilation, analysis, and reporting of data related to the district's compliance with desegregation orders and with the Plan.

Collects, compiles, analyzes, and reports data. Coordinates the development and implementation of district desegregation reports. Prepares and certifies reports and audits required by law.

May represent the District at desegregation related meetings, agendas, and issues.

Adheres to all court orders, state and federal laws, and District policies and regulations.

MENTAL TASKS

Communicates. Comprehends. Performs functions from written and oral instructions and from observing others. Evaluates written materials. Reads. Analyzes data.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as telephone/TDD, computer, printer and copier. May use special needs adaptive devices.

WORKING CONDITIONS

Indoor. Office environment. Contact with employees, students and public.

CONTROL, SUPERVISION

Supervisory control of staff, which includes interviewing, selecting, training, directing and appraising work, handling employee complaints, disciplining staff, and providing for safety and security.

M: JOB 07433
New 3/13 - USP Reviewed: 3/13
Revised: 6/14,7/14
Title Chg: 7/14