

**Hood River County School District  
Job Description**

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**Job Title:** Equity and Family Partnership Director  
**Reports To:** Superintendent  
**FLSA Status:** Exempt  
**Classification:** Administrator  
**Contract Days:** 220 days/year

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**JOB SUMMARY**

Under direction of executive administrative leadership, serve as an integral member of the District’s administrative leadership team focusing on developing and delivering cultural competency training, activities and support aligned with the School Board Policy “Educational Equity” and other policies and procedures concentrated on equity, diversity and inclusion; interact with staff as an advisor and group facilitator; participate in creating and sustaining a diverse, positive environment with trust among stakeholders and staff; create and promote diversity-oriented events, minority and protected class inclusion and cross-cultural workshops; manage grants and budgets, as assigned.

The Equity and Family Partnership Director supports the District’s Educational Policy, as well as the fundamental core values of equity, inclusion and diversity by developing and facilitating trainings, providing coaching and engaging staff in exploring how educational and operational practices create, maintain, and/or exasperate systems of advantage and disadvantage in student opportunity and outcomes.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Assess cultural competency knowledge and skill of various employees and groups thorough observation, interview and survey methods.
- Analyze and report on assessment findings; plan, design and deliver appropriate training strategies, programs and materials; utilize benchmark assessments and data to provide evidence of the effectiveness of training.
- Analyze and target each Equity Learning Team’s needs and goals; coach teams and positional leaders to facilitate continuous learning and equity-focused actions; provide assistance to ensure team goals and objectives are met.
- Plan and detail the training strategy, objectives and timelines essential to create a comprehensive and engaging curriculum design.
- Establish a culture of college and career across the K-12 continuum.
- Communicate topics effectively by properly understanding the needs of the audience; target training sessions to meet a variety of audience education levels, expertise, adeptness, openness and skill level in comprehending subject matter.
- Facilitate Equity Learning Team meetings, demonstrating sensitivity and patience with participants who exhibit varied levels of engagement and acceptance.
- Demonstrate a commitment to the systemic equity practices by developing a thorough knowledge and application of the district Educational Equity Policy and related policies and procedures.
- Lead and participate in staff development, in-services and trainings related to diversity, equity, culturally relevant practices, and inclusion; model appropriate behaviors; develop, recommend,

implement and communicate improvements to school and operational practices with awareness and understanding of their impact in a racially and culturally diverse community.

- Represent the District in meetings, hearings, workshops, conferences and professional activities.
- Effectively manages budgets.
- Coordinate/Supervise grant programs, as assigned.
- Maintains consistent and predictable attendance to meet the requirements of the position.
- Perform related duties as assigned.

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### **MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Serves on building and District committees and councils.
- Attends staff meetings and in-service trainings.
- Assists other staff as requested.

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### **SUPERVISORY RESPONSIBILITIES**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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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:** A Master's degree in education, multicultural education, ethnic studies, social or cultural anthropology or a related field is required.

Holds a current Oregon Administrative License

A minimum of three (3) years of experience developing and delivering equity, diversity and inclusion training to adults is required. Experience working in a school district, municipality or other public agency in a richly diverse community is preferred.

Positions in this classification may require evening and weekend participation at workshops, meetings, District events and training activities.

- **Interpersonal Skills:** Works well with others from diverse backgrounds. Must have ability to understand and follow oral and written directions. Able to establish and maintain effective relationships with those encountered in the course of the work.
- **Language Skills:** Ability to communicate clearly and concisely both orally and in writing in English and Spanish. Ability to respond to common inquiries or complaints from supervisor, staff, or community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as proportions and percentages.

- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to learn and apply new information or new skills.
- **Computer Skills:** Ability to proficiently use the following programs: MS Word, Excel, email, internet, and the Google suite.
- **Other Skills and Abilities:** Ability to appropriately communicate with diverse staff and others including vendors and other agencies. Ability to exercise good judgment and work in an environment with frequent interruptions and deadlines. Ability to juggle multiple tasks and possess excellent organizational and time management skills. Work is performed primarily in a standard office and throughout the local community.
- **Certificates, Licenses, Registrations:** Positions in this classification require the use of a personal automobile and possession of a valid driver's license. Possession of CPR/First Aid certificate desirable.

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### PHYSICAL DEMANDS

Primary functions require sufficient physical ability and mobility to work in an office setting and travel throughout the District; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

### 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.

The work environment varies and includes standard office, school building, school grounds settings, and local community. The noise level in the work environment is usually low to moderate with occasional loud noises.

The work environment involves some exposure to hazards and physical risks, which require following basic safety precautions.

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### OTHER

**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 it deems advisable.

Prepared By: Catherine Dalbey

Updated: March 2018

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

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Employee Signature:

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Date:

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Supervisor Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Supervisor Print Name