

# SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

525 Academy Street, Maplewood, NJ 07040

## JOB DESCRIPTION

### **POSITION TITLE**

**Assistant Superintendent for Access & Equity**

### **MINIMUM QUALIFICATIONS**

- Administrator Certificate with School Administrator endorsement
- Belief in the benefits of intentional integration for the children and community we serve
- Successful school experience
- Demonstrated ability to work effectively in the areas of personnel management, school administration, and program implementation
- Strong leadership and communication skills
- Able to perform essential functions with or without reasonable accommodation
- Required criminal history background check and proof of U. S. citizenship or legal resident alien status

### **REPORTS TO**

Superintendent of Schools

### **JOB GOAL(S)**

To assist the Superintendent in the areas listed below to ensure all students are provided the equitable access to all school offerings. To assist the superintendent in training and recruiting a diverse culturally competent staff.

### **JOB RESPONSIBILITY AND AUTHORITY**

To support all district PreK-12 equity initiatives for relevance and excellence.

## PRIMARY RESPONSIBILITIES

### **1. DIRECTS AND OVERSEES PRE K-12 ACCESS AND EQUITY EFFORTS**

- Monitors and updates relevant access and equity policies relative to classroom practices, equitable staff and student treatment, and facilities access
- Supports the design, approval and public awareness of academic pathways leading to a diverse school district culture and climate
- Identifies weak or non-compliant areas throughout the district impacting student access and equity in academics, opportunity and extra-curricular activities
- Ensures bias free access to educational opportunities, (higher level courses, gifted and talented) athletics, co-curricular activities and related resources/technology
- Provides opportunities for parent and community member involvement in problems associated with the achievement gap and other inequities
- Identifies needed staff training necessary to remove bias in instruction and in curriculum writing/revision

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- Serves on and works collaboratively with the district Affirmative Action Team in developing the Comprehensive Equity Plan (CEP) and monthly thereafter in overseeing implementation of the Corrective Action Plan correcting identified non-compliant schools and areas
- Works in collaboration with district registration to ensure access and equity and school enrollment reflective of district demographics
- Supports the planning, implementation, and student assignment of the District Intentional Integration Initiative

**2. DIRECTS AND MONITORS DISTRICT-WIDE EQUITY DEVELOPMENT**

- Prepares and conducts ongoing audits of district access and equity efforts annually or as needed
- Works to ensure equity in staff recruitment, hiring and development annually
- Assesses results/impact of district access and equity efforts on students, staff and programs
- Monitors suspension, detention, expulsion, arrest, drop out and special education classification rates ensuring disproportionate representation does not occur
- Collects/monitors data to validate district improvement and increased student opportunities
- Leads the collaborative development of corrective action plans as needed
- Serves as an ombudsman in settling parent-district disputes
- Adjusts corrective action remedies in an effort to continually move the district forward providing the best learning environment for all students
- Serves on and works collaboratively with the District Office of Civil Rights Team addressing litigation complaints, impact of implemented solutions and monitoring of complaint results

**3. ASSISTS IN THOSE SECTIONS OF THE BUBDGET THAT PERTAIN TO ACCESS AND EQUITY**

- Ensures that academic supports are in place for struggling students supporting access and equity to higher level academic opportunities
- Plans for needed staff professional development to support year over year staff growth ensuring access and equity in behavior, instruction and impact
- Recommends staffing as needed to ensure full access and equity implementation

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**WORKING RELATIONSHIPS  
OF THE POSITION**

To maintain effective relationships with teachers, parents, students, administrators and appropriate community groups.

**TERMS OF EMPLOYMENT**

12 Months

Salary to be determined by the Board

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It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

**Initial Approval:** April 20, 2020