

**WORCESTER PUBLIC SCHOOLS  
WORCESTER, MASSACHUSETTS**

**Job Description**

**JOB TITLE:** Chief Diversity Officer

**REPORTS TO:** Superintendent of Schools

**PRIMARY JOB RESPONSIBILITIES:**

1. Establishes, builds, and cultivates relationships with partners in the greater Worcester area including but not limited to colleges and universities, training and certification programs, business organizations, and departments in the city and the district (i.e., Night Life, city human resources) for the purpose of cultivating referral sources for high quality employees and establishing partnerships to train applicants for high needs areas/skills.
2. Represents the district, along with other district managers and administrators, at college and career events and expands professional associations, conventions and assemblies and traveling when required. Disseminates information about recruiting events to managers and departments. Coordinates a centralized communication system/structure to ensure that principals are aware of recruitment opportunities. Serves as a clearinghouse to link qualified applicants with principals. Reviews applications and resumes with particular attention to candidates of diverse backgrounds and/or with diverse experiences. Communicates with principals about their needs and works to secure a pool of qualified applicants for positions. Manages the district's processes and procedures pertaining to DESE license waivers.
3. Conducts an assessment of the district's needs and the competitive marketplace for the purpose of preparing and implementing a staffing plan. This includes but is not limited to conducting data analyses to project the staffing needs of the district in future years; conducting research on best practices in recruiting and hiring for public K-12 education; compiling data from outside organizations (including but not limited to MA DESE and education programs at colleges and universities) to assess the availability of applicants for the projected needs of the district; and, other duties necessary to form a complete and relevant staffing plan.
4. Serves as the district's administrator for compliance with state and federal laws pertaining to equity, discrimination, and harassment including but not limited to Title IX, EEOC, and mandates from the Department of Justice. Conducts investigations as required. Manages and monitors reporting requirements. Maintains the sections of the district's handbooks, policies, procedures, and other documents pertaining to issues of discrimination and equity; and, writes updates as needed. Works directly with other district departments including but not limited to information technology, school safety, deputy superintendent, and human resources to oversee compliance.
5. Manages the district's initiatives for Equitable Teacher Access including programs to diversify the teacher applicant pool (i.e., Worcester Future Teachers and IA to Teacher pipeline, etc.); programs to ensure that all students have access to highly qualified teachers; as well as initiatives pertaining to the student learning experience and inclusive professional practices. Projects future staffing needs and proposes initiatives to prepare the district to meet those needs. Co-develops, with the Manager of Professional Learning, relevant professional development opportunities.

6. Plans and coordinates orientation and onboarding programs for all new employees. Manages the district's mandated trainings for all employees.
7. Performs other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. Five years of experience as an administrator monitoring compliance with state and federal laws
2. Exceptional verbal and written communication skills
3. Demonstrated commitment to creating an organizational culture that values diversity
4. Excellent interpersonal skills including active listening skills
5. Ability to conduct research and accurately interpret data; and, to formulate proposals and initiatives that are research-based
6. Experience conducting investigations
7. Recent experience (within the past 3 years) as a building-based administrator in public K-12 education
8. Master's degree as well as exceptional knowledge about current practices in change management and in cultural competency

**PREFERENCE GIVEN TO CANDIDATES WHO:**

1. Have developed and implemented employee trainings, particularly employee orientation trainings
2. Have experience working in public relations
3. Have experience working with the media
4. Have working knowledge of Title IX, EEOC, and MCAD

**WORK DAY**

The typical work day and week will be Monday through Friday from 8:30 a.m. – 4:30 p.m. This is a salaried position and the successful applicant will be expected to work the hours that are required to complete the requirements of the job. As part of the typical work assignment, the Chief Diversity Officer will be expected to attend evening meetings, including but not limited to meetings of the full school committee as well as subcommittees, at the direction of the superintendent.

**SALARY**

Salary commensurate with experience. This is a 52 week position with 20 vacation days annually. This is a non-represented position.