

#1572768

CCA

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL
STAFF JOB DESCRIPTIONS****POSITION TITLE: ADMINISTRATOR, DIVERSITY AND EQUITY****REPORTS TO:** Superintendent or Designate**SUPERVISES:** EAL Teachers and Support Staff**JOB SUMMARY:** To champion best practices and promote a school culture that embraces inclusion, diversity, equity and accessibility for staff and students.**QUALIFICATIONS:**

- Either Level I Administrator's Certificate or Certificate in School Leadership (Manitoba Education)
- Masters Degree in Education (from an accredited University)
- University level education specifically related to diversity and inclusion and/or accredited training in this area
- Advanced and diverse cultural knowledge
- Experience in community health promotion and community development
- The ability to communicate in several languages
- Demonstrated commitment to valuing diversity and equity contributing to an inclusive working and learning environment
- Subject matter expertise on systemic oppression, intersectionality, colonialism and systemic effects on racialized and marginalized identities
- Demonstrated ability to be flexible, inclusive and work with a facilitative approach to engagement and consultation
- Well-developed verbal and written communication skills with the ability to produce correspondence, reports, plans and presentation to communicate key messages

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PERFORMANCE RESPONSIBILITIES:

- Lead the Division in its efforts to foster, create and maintain a responsive, inclusive and welcoming workplace, school culture and learning environment for staff, students, parents, families and community partners.
- Conduct research and analysis of current practice and develop and maintain a strategic program and initiatives to embed and embrace equitable and inclusive practices to lead the Division forward always with the goal of continuous improvement.
- Conduct demographic and enrollment research in support of increasing student achievement.
- Conduct demographic and engagement surveys in support of a staff that is representative of the diverse student population.
- Consult and collaborate with all equity-seeking students, families, and community, as well as with external organizations, communities, and post-secondary institutions.
- Work with Human Resources, school administration, Maintenance, the Administrators of Inclusion and Accessibility, Indigenous Education and Community Support; Protector of Earth and Director of Curriculum, Assessment and Professional Learning, to infuse inclusive practices into our classrooms and workspaces that work towards the amelioration of conditions of disadvantaged individuals or groups.
- Assist the Division and schools in resolving educational and diversity issues affecting educators, students, parents and the community.
- Work with school administration and classroom teachers to identify and implement inclusive practices into their school environments that ensure high expectations for the academic achievement of all students and to ensure equity of opportunity and equity of access to our programs, services and resources.
- Work with senior leadership to advise on workplace policies and strategic initiatives to embed, embrace and operationalize more equitable decisions and outcomes and to drive critical and visionary thinking and innovation.
- Serve as the Division's focal resource in terms of planning and conducting in-service activities for the improvement of teaching practices related to inclusive practices and the dismantling of any bias or systemic barriers.
- Support ongoing education, training and learning opportunities in areas of human rights, discrimination, harassment, anti-racism, anti-oppression, equity, diversity and inclusion.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP2-46**

- Ensure continuing knowledge and awareness of emerging trends, challenges and proactive approaches.
- Promote parent and family workshops and continuous learning opportunities that include increased understanding of school curriculum, assessment practices, and opportunities for families to understand their role in supporting student learning.
- Generate an annual Continuous Improvement Report to the Superintendent that summarizes the previous year's accomplishments and outlines a plan of action for the coming year.
- Perform other tasks and assume any additional responsibilities as may be assigned by the Superintendent or designate.

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