We are pleased to announce that we are seeking qualified applicants for the position of

EXECUTIVE DIRECTOR OF EQUITY, DIVERSITY AND INCLUSION

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

POSITION(S): 1
Executive Director of Equity, Diversity and Inclusion
40 hours/week, Mon-Fri, 240 days/year

LOCATION: High Desert Regional Education Center, Redmond

START DATE: July 1, 2022

SALARY RANGE: $118,000 - $124,000 per year
Benefits include family insurance package, vacation, sick leave and paid holidays, generous PERS contribution.

QUALIFICATIONS:
DEFINITION
We believe that every adult in the High Desert ESD shares the moral imperative and collective ownership to identify and eliminate disparities to ensure all students are prepared for current and future success to close the achievement and opportunity gap.

This position is responsible for collaboratively implementing the collective vision and direction of equity, diversity and inclusion for High Desert ESD while shepherding existing, expanded and new equity initiatives of the ESD and its programs. The executive director will seek to be the change that will lead staff to be ambassadors of equity and culturally responsive practices. The executive director will: 1) expand and collaboratively develop new initiatives and efforts that aim to have an organizational workforce that more closely reflects a range of backgrounds and experiences, including ethnic and racial diversity, of the population we serve at the High Desert ESD; and 2) Ensure that employees have access to opportunities that support their equity journey understanding the critical interplay between our organizational commitment to equity and individual’s personal equity journeys. Additionally, the executive director will provide regional leadership in the broad area of equity issues, including, but not limited to Title IX support to districts.

Importantly, we recognize and honor that the qualifications required to excel in this position can come from a range of both professional and lived experiences. In the attached position description we describe what we believe to be important qualifications for a candidate to have while remaining open to the diversity of experiences that can lead to these skill sets. Position descriptions are often presented in a way that leaves qualified candidates feeling unwelcome, intimidated, uncomfortable, and/or unqualified to apply. Recognizing that, we strongly encourage anyone who feels passionate about this work and believes they have what it takes to thrive in this role to apply.

Please see attached job description for additional information, qualifications and responsibilities.

APPLICATION PERIOD: Closes 5:00pm, Friday, March 11, 2022

CONTACT: DIRECT YOUR INQUIRIES REGARDING THIS POSITION TO
Jayel Hayden, 541.693.5625, jayel.hayden@hdesd.org

A COMPLETE APPLICATION INCLUDES
- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES website www.hdesd.org or through Recruit & Hire site https://highdesert.tedk12.com/hire/Index.aspx)

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO
Kristen Johns, Human Resources Specialist
High Desert ESD
2804 SW Sixth Street
Redmond Oregon 97756
Fax 541.638.9654
kristen.johns@hdesd.org

If you currently hold a regular position with HDESD, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDESD requires employee’s wages be paid via direct deposit to a bank account or paycard.

APPROVED: 2/11/22

DIRECTOR OF HUMAN RESOURCES
Executive Director of Equity, Diversity and Inclusion

**Definition**: We believe that every adult in the High Desert ESD shares the moral imperative and collective ownership to identify and eliminate disparities to ensure all students are prepared for current and future success to close the achievement and opportunity gap.

This position is responsible for collaboratively implementing the collective vision and direction of equity, diversity and inclusion for High Desert ESD while shepherding existing, expanded and new equity initiatives of the ESD and its programs. The executive director will seek to be the change that will lead staff to be ambassadors of equity and culturally responsive practices. The executive director will: 1) expand and collaboratively develop new initiatives and efforts that aim to have an organizational workforce that more closely reflects a range of backgrounds and experiences, including ethnic and racial diversity, of the population we serve at the High Desert ESD; and 2) Ensure that employees have access to opportunities that support their equity journey understanding the critical interplay between our organizational commitment to equity and individual's personal equity journeys. Additionally, the executive director will provide regional leadership in the broad area of equity issues, including, but not limited to Title IX support to districts.

**Essential Leadership Qualities**

- **Trust**: Develop trust among colleagues through honesty and fairness.
- **Communication**: Communicate in a clear, inclusive and collaborative manner.
- **Relationship Focused**: Show up with humility and courage and keep relationships at the center of all that we do.
- **Vision**: Lead with vision and follow through.
- **Respect**: Honor the diverse lived experience we each bring.
- **Management Style**: Be visible, humble and a team player. Embody servant leadership by leading through relationships and collaborative decision making.
- **Regional Perspective**: Be involved in and supportive of overall continuous improvement of High Desert ESD and our local partners.

**Qualifications**

- Deep knowledge and proven success implementing all aspects of EDI, including (could be accomplished through advanced degrees or professional experience).
- Deep understanding of the field of public education (preK through higher education) with significant hours in the field of education administration.
- Experience communicating effectively across the educational systems, including frontline educators, leaders and policy makers.
- Familiarity with Central Oregon districts and the regional educational culture.
- Ability to work with regional and district leadership to influence program and student outcomes.
- Working knowledge of continuous improvement practices and strategies.
- Ability to present to and lead large (and small) groups.
- Experience analyzing data and using it to drive improved outcomes.
- Demonstrated ability to bring measurable change to a large system.
- Strong written, oral, interpersonal and coaching skills.
- Successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
- Access to reliable transportation and consistent attendance is required.
- The ability to perform significant reaching, bending, stooping, crouching and lifting is expected.
- Administrative license preferred, but not required.

**Classification**  Administrator

**Reports To**  Assistant Superintendent

**Performance Responsibilities**

1. Provide leadership across the region in the development and implementation of equity initiatives.
2. Develop and implement a variety of comprehensive metrics to effectively monitor, analyze and benchmark institutional diversity and equity focused indicators;
3. Develop and implement existing, expanded and new equity initiatives of the High Desert ESD.
4. Serve on the executive team of the High Desert ESD.
5. Support staff expertise through effective long range professional development planning, with a focus on integrating culturally responsive practices into all aspects of service delivery.
6. Develop resources through regional partnerships to expand or enhance High Desert ESD equity, diversity and inclusion initiatives.
7. Provide support and partnership to regional school districts and state agencies in the areas of equity, diversity and inclusion.
8. Collaborate with High Desert ESD colleagues and other regional leaders to implement equity, diversity and inclusion initiatives.
9. Work with the Human Resource office on recruitment and selection methodologies, employment data, collection and analysis in order to improve outcomes.
10. Champion High Desert ESD’s commitment to a culture and climate of equity, diversity and inclusion.
11. Support districts with authentic community engagement, as requested.
12. Ensure High Desert ESD is in compliance with Title IX regulations and other applicable state and federal laws and administrative rules.
13. Provide Title IX training for High Desert ESD and other districts.
15. Other duties as assigned.

Terms of Employment  Salary, benefits and vacation are established by policy and contract renewable annually by the Board of Directors.