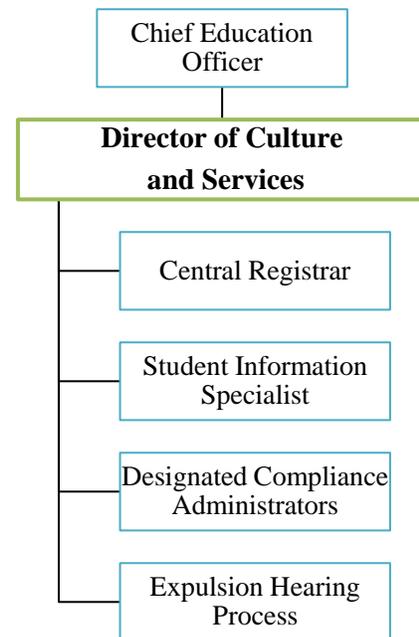


DIRECTOR OF CULTURE AND SERVICES

Job Title:	Director of Culture and Services
Initial:	May 9, 2014
Revised:	July 9, 2015
Work Year:	261 Days
Office:	Education
Department:	Culture and Services
Reports To:	Chief Education Officer
FLSA Status:	Exempt
Pay Range:	Administrative Salary Schedule

Related Organization Chart



SUMMARY: The Director of Culture and Services is responsible for developing and implementing District-wide education, outreach and training initiatives to promote and sustain a climate of diversity, inclusion, equity and respect. The Director is further responsible to monitor and improve direct services to students and staff, including enrollment, expulsion processes, and stakeholder grievance matters.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Facilitates workshops designed to address issues related to cultural competence.
- Proposes, plans, and coordinates diversity seminars for students, staff and the community.
- Provides consultation and coaching to District leaders to improve cross-cultural communication.
- Develops proposals and recommendations for District policy revisions that will facilitate the fostering of a diverse and inclusive community.
- Successfully works with a wide variety of stakeholders in the District to assess programmatic needs that support diversity issues in the District.
- Assesses current programs and populations regarding diversity issues and use those assessments to propose and develop new initiatives.
- Researches best practices in diversity initiatives and use those findings to inform decisions.
- Develops unique programs or communications strategies to promote diversity, and assess the outcomes of those initiatives with a particular focus on their impact as related to recruitment and retention.
- Plans and manages budgets related to diversity initiatives; and obtain funding for programs, activities,

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

and initiatives.

- Works with the Communications team on coordinating effective communications regarding the District's cultural capacity goals, initiatives and achievements.
- Collaborates with Human Resources in the development and implementation of recruiting strategies to support the District's cultural capacity initiatives.
- Coordinates with Learning Services and Zone Leaders to provide staff professional development opportunities that align with the District's cultural capacity initiative.
- Seeks external funding for the unit's diversity and equity related projects through grant research and writing on diversity related topics.
- Creates reports and other communications to monitor and describe the district's cultural practices and performance.
- Serve as the District hearing officer for expulsions and denial of admission hearings.
- Collaborates with the Director of Human Resources and the Director of Communications to improve the customer service culture across the district.
- Performs other related duties as assigned.

Supervision & Technical Responsibilities:

The Director of Culture and Services advises the site-based designated compliance administrators; and, in collaboration with the supervisor of each designated administrator, provides feedback to ensure excellent performance and compliance. The Director also oversees the Central Registrar and Student Information Systems Specialist to ensure that the district develops a welcoming and non-discriminatory culture.

Budget Responsibility:

Depending on the specific assignment, this position may have sole responsibility or may assist with developing, administering, monitoring and coordinating assigned budgets and initiating requisitions.

Judgment & Decision Making:

While this position will require close collaboration with the Chief Education Officer, Director of Human Resources, and other District leaders, this position requires a high degree of independent judgment and decision making in the development and implementation of programs to support the cultural capacity initiative.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Educational achievement, including a Master's Degree with at least two years of experience leading diversity programs OR a Bachelor's degree with at least five years of experience leading diversity programs.

Experience:

- Two to five years of experience conducting diversity training, depending on education level achieved.

Knowledge Skills & Abilities:

- Model a proven ability to collaborate and work successfully with multiple stakeholders to deliver and improve programs and initiatives.

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- Possess superb oral and written communication skills, including the ability to differentiate messaging to reach diverse stakeholders.
 - Display the ability to develop strategies and action plans to effectively implement large scale projects.
 - Articulate an understanding of the issues and dynamics of cultural differences.
 - Foster a strong commitment to enhancing multicultural understanding.
 - Possess a demonstrated history of success working both independently and as part of a team.
 - Employ excellent communication skills, ability to think creatively, take initiative, plan and help execute complex projects.
 - Set goals and take responsibility for achieving them.
 - Demonstrate a positive, proactive, and self-directed approach
 - Be a proactive self-starter who understands the details within a much larger context
 - Demonstrate proficiency in the use of computer programs including Microsoft Office (Outlook, Word, Excel and PowerPoint).
 - Ability to work effectively with a culturally diverse workforce and provide leadership in organizational change

Certificates, Licenses, & Registrations:

- Seek and maintain active membership and participation in multiple community entities that promote cultural diversity
- Criminal background check required for hire
- Valid Colorado driver's license required for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands:

While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment

While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions:

While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.