

**NOTICE OF VACANCY**

**March 19, 2019**

**The following ADMINISTRATION position is available.**

**DEPT/PROGRAM:** Superintendent's Office

**POSITION:** Executive Director of Equity and Student Success - **Job ID #1496**

**SUPERVISOR:** Superintendent

**QUALIFICATIONS:** See job description below.

**TERMS:** Full-time, 12-months.

**SALARY:** Range: \$114,130 - \$152,173.

**APPLICATION:** To apply, please visit our website at: [www.oprfhs.org](http://www.oprfhs.org), go to About Us, Employment Opportunities, to be directed to our online application system.

**DEADLINE:** **11:59 P.M., Friday, April 5, 2019.**

**Oak Park and River Forest High School  
District 200**

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**Job Description**

**Job Title:** Executive Director of Equity and Student Success  
**Reports to:** Superintendent  
**Terms and Conditions:** Full-time, 12-months.  
**Salary:** Range: \$114,130 - \$152,173.

**OPRF – WHO WE ARE...**

**Oak Park and River Forest High School**, or **OPRF**, is a comprehensive public high school located in Oak Park, Ill., a suburb eight miles due west of downtown Chicago. We are a one-school district, with the majority of our students coming from two sender districts, River Forest Public Schools District 90 and Oak Park Elementary School District 97. We offer more than 200 courses, a variety of programs for students with special needs, 75 clubs and activities, and 29 competitive sports. We prepare our students well for post-secondary success, with an average ACT composite score of 24 and a 94% graduation rate.

Oak Park and River Forest are communities that highly value diversity. OPRF is a founding member of the national Minority Student Achievement Network, and our school is racially and economically diverse, with about 44% of our 3,300 students identifying as African-American, Hispanic, multiracial, or Asian. Our villages have long embraced the LGBTQ community, and we have a significant mix of homeowners and renters.

We seek faculty and staff who have high expectations for **all** students, and who value student voice in education. As a school, we are particularly focused on closing opportunity gaps for our students of color.

OPRF is an equal opportunity employer that provides **equal employment opportunities** to all without regard to race, color, religion, sex, national origin, age, disability or genetics. **OPRF's goal is to increase its representation of people of color.**

**Background:**

Oak Park and River Forest High School District 200 is a progressive district that is focused not only on our tradition of excellence but our future. The District prides itself in offering our students a comprehensive 9-12 college and career readiness curriculum and a rich arts education program. Our students are curious, creative, and they come ready to learn. More than 90 percent of our students go on to college.

Oak Park and River Forest High School District 200 believes that we can “become an ever-improving model of equity and excellence that will enable all students to achieve their full potential.” We can accomplish this through dedicated teachers, staff, and administration who build relationships with students and have high expectations for themselves and their students. We believe in planning for and providing the academic and developmental support students need to meet those expectations. We further believe that every student can learn through exposure to academically challenging content, feedback during learning, and the educator’s knowledge and skill.

Oak Park and River Forest High School District 200 is a great place for those who are interested in an environment that supports creativity, leadership at all levels, innovation, a focus on professional and curriculum development, and the best practices of instruction. We are currently

seeking individuals to join our team where we enable all students to achieve their full potential every day.

**Position Summary:** The Executive Director of Equity and Student Success will serve as a change agent for advancing our district to systemically develop and implement initiatives and evaluate effectiveness of ongoing efforts leading to sustainable equitable access, support, and success for all students and their families and cultural proficiency for the collective school community. The Executive Director is the internal consultant to the superintendent and district leadership teams regarding equity and diversity matters concerning staff, students, and families.

**Primary Duties and Responsibilities:**

- Lead strategic district-wide equity work.
- Coordinate alignment of structures and procedures to assist students with understanding and navigating the school system to achieve academic success.
- Build institutional and instructional capacity of faculty and staff through professional development on issues around cultural competency, equity, and inclusion.
- Establish relationship with an educational researcher to develop metrics for quantitative and qualitative evaluation of equity work.
- Assess district policies and practices from the lens of diversity and equity.
- Evaluate effectiveness and educational impact of programs and activities related to diversity and equity through data collection and assessment, including implementation of climate surveys.
- Provide assistance, advice coaching and consultation to individuals and groups regarding cross-cultural competency, as well as policies and practices from the lens of diversity and equity.
- Collaborate with faculty of staff to develop and sustain classroom practices that work to maintain high achievement and eliminate the racial predictability and disproportionality of student access and outcomes.
- Work collaboratively with Human Resources department to perform analysis of hiring practices and to provide guidance on recruiting, retaining, and supporting faculty, staff, and administration of color.
- Coordinate efforts of family and community engagement programming.
- Perform other duties as assigned by the Superintendent.

**Education and Qualifications:**

- Illinois Professional Educator License with necessary administrative credentials to supervise and evaluate licensed staff
- Master's Degree
- Teaching or administrative experience in appropriate related field
- Available for flexible work schedule, including some evenings and weekends
- Prior experience working effectively with culturally and ethnically diverse students and their families in an educational setting
- Previous experience providing diversity and inclusion training and education

**Knowledge Skills and Abilities (core competencies):**

- Knowledge of 9-12 school system
- Knowledge of issues related to cultural integration and intercultural competency
- Knowledge of Critical Race Theory
- Demonstrated ability to facilitate racial equity conversations
- Strong interpersonal and communication skills

**Oak Park and River Forest High School  
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- Capacity for teamwork and for developing sensitive working relationships with students, faculty, staff, and parents
- Demonstrated ability to compile, analyze and apply data for decision-making
- Ability to manage thoughtfully the personal, political, and institutional dynamics related to diversity issues in schools
- Ability to coach and mentor others

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive listing of the duties performed in this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Oak Park & River Forest High School District 200 (OPRF) is an Equal Opportunity Employer.

**This position description should not be considered to contain every function/responsibility that an individual may be asked to perform by his/her supervisor. Employees are expected to perform other related functions as assigned.**