

**Franklin Public Schools  
Franklin, Massachusetts 02038**

**Action Required**

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**Subject:** New Position

**Date:** November 23, 2021

**Dept:** SC

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**Reason:** Required Vote

**Enclosure:** yes

**Recommendation:**

Director of Diversity, Equity, and Inclusion Job Description

I recommend approval of the new position of Director of Diversity, Equity and Inclusion as discussed.

**Action Requested of the School Committee:**

Majority vote of the School Committee is required.

**Vote Tabulator**

C. Bernstein:    Y / N    D. McNeill:    Y / N

D. Callaghan:   Y / N    M. Whitmore:   Y / N

Al Charles:      Y / N    D Spencer:      Y / N

E Stokes:        Y / N    Action: \_\_\_\_\_



## ***Franklin Public Schools***

*Office of the Superintendent  
355 East Central Street; Suite 3  
Franklin, Massachusetts 02038  
Phone: 508-553-4819*

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To: Franklin School Committee  
From: Sara Ahern, Superintendent of Schools  
Date: November 16, 2021  
Re: Director of Diversity, Equity, and Inclusion Job Description

The proposed job description for a district-wide Director of Diversity, Equity, and Inclusion is included in your November 23, 2021 School Committee packet.

This position was initially proposed under a different title, Director of Social-Emotional Learning and Equity, as part of the ESSER III funding plan. As a result of further research in the field, conversations among central office administrators, and taking into consideration the need within the District to affirm students' identities, promote equity, and cultivate a culture of inclusion and belonging, the position has been retitled as Director of Diversity, Equity, and Inclusion. Several job descriptions from other districts were used in the development of this position as well as market comparisons for a proposed salary range. The job description was also reviewed by two individuals currently serving in a similar role in other districts.

The anticipated salary range for this position would be: \$100,000 -- \$120,000 depending on experience and qualifications.

We propose to fund this position from ESSER III funds.

I recommend that you approve this job description.

**Franklin Public Schools  
Job Description**

**Title:           DIRECTOR OF DIVERSITY, EQUITY, AND INCLUSION**

**Qualifications:**

- DESE Director/Supervisor License or building/district leadership licensure and/or LICSW, preferred
- MA degree or higher in education, or equivalent, preferred
- Minimum of five (5) years of successful experience in education; experience as a Director/Supervisor and/or Principal, preferred
- Deep understanding of cultural proficiency
- Ability to relate effectively with members of underrepresented communities; ability to gain the trust of others and establish credibility
- Ability to interact effectively with and provide guidance to staff, students, parents/guardians, administrators, and community members
- Effective oral, aural, and written communication skills
- Effective analytical and problem-solving skills
- Ability to interact with a wide variety of internal and external stakeholders
- Ability to effectively manage time and a variety of responsibilities
- Demonstrated knowledge of Federal and State education regulations and legal matters
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

**Reporting Relationships:** Reports to the Superintendent of Schools

**General Responsibilities:** The Director of Diversity, Equity, and Inclusion is a devoted advocate for all young people, serving as a liaison between students, families, and school personnel. The Director will collaborate as a member of the leadership team in providing direction to advance the district's goals towards the attainment of more equitable learning experiences for students.

**Performance Responsibilities:**

- Collaborate with school principals and other departmental leaders as well as community partners to develop a district-wide platform to affirm diversity, promote equity and accountability, and foster inclusion within all schools and among all staff members
- Regularly measure and analyze related data, areas of progress and targets for improvement, and identify action steps to drive the attainment of the district's diversity, equity, and inclusion goals
- Develop, support, monitor, evaluate, and recommend appropriate responses/actions to address biases in district programs and practices, and their associated impact on members of underrepresented communities
- Support building and central office administrators to investigate and resolve student complaints in accordance with school committee policies and state and federal laws
- Assist with the development and implementation of Restorative and Accountable Practices
- Review district policies and procedures regarding equity and diversity goals; make recommendations to the Franklin School Committee and Administrative Team

- Coordinate efforts with the Assistant Superintendent and Director of Student Services to ensure the district is in compliance with all federal and state civil rights laws and regulations including preparing for DESE Tiered Focus Monitoring Reviews in the area of Civil Rights
- Collaborate with the Human Resources Department to ensure effective recruitment, hiring, retention, and support for educators and staff to increase educator diversity within the district
- Develop and implement professional development for all faculty and staff to support culturally responsive, anti-bias, and anti-racist practices throughout the district
- Collaborate with curriculum leaders to identify more culturally responsive and anti-bias learning opportunities and to modify curriculum, assessment, and instruction as needed.
- Assist in the development and coordination of the district's budget with a lens of equity
- Provide support, guidance, and advocacy for student and faculty resource groups aimed at furthering inclusion and a more equitable school experience
- Identify and provide resources to students, faculty and staff, and members of the community to further equity and inclusion goals
- Collaborate with the Superintendent and Marketing and Communications Coordinator in communicating the district's efforts towards affirming diversity, fostering equity and accountability, and promoting inclusion
- Prepare and administer relevant grant opportunities
- Establish effective relationships with community organizations and resource providers that may provide specialized or professional support to students and faculty/staff
- Attends School Committee meetings and attends and presides over such other meetings as the Superintendent designates
- Complete state reports and other reports as assigned by the Superintendent
- Remains abreast of developments and innovations in the field by reading current literature, attending professional society and association meetings and conferences, and discussing developments and problems of mutual interest with others in the field.
- Performs other tasks and assumes other responsibilities as assigned by the Superintendent

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description is subject to change in a manner consistent with law by the employer as the needs of the employer and requirements of the job change.

**Terms of Employment:** Twelve months per year. Salary and benefits to be negotiated with the Superintendent consistent with school committee policy.

**Evaluation:** Performance of this job will be evaluated annually by the Superintendent based upon the job description and as mutually determined annual goals and objectives.

DRAFT November 16, 2021