

## **Facilitator for Diversity, Equity, and Inclusion**

In alignment with our [Strategic Call to Action](#), the Office of Diversity, Equity, and Inclusion (DEI) seeks to build a climate of belonging and culture of dignity with a racial equity lens throughout the Howard County Public School System (HCPSS). We accomplish this through professional development of all staff, collaboration with district leadership, providing support to students, families, staff, and leadership within

To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the direction of a Coordinator and the Director of Diversity, Equity, and Inclusion, the Facilitator supports the implementation of system-wide initiatives to build a climate of belonging and a culture of dignity with a racial equity lens. The Facilitator collaboratively supports the design, implementation, and evaluation of systemic professional and organizational development that supports all staff and community partners in achieving inclusive and equitable student outcomes.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Develops, facilitates, manages, and evaluates professional learning specific to DEI within HCPSS.
- Assists with data collection and analyses to inform school improvement decisions.
- Provides proactive and reactive coaching and facilitates collaboration around issues that emerge related to hate and bias.
- Supports restorative justice, belonging, cultural proficiency, trauma-informed and healing centered practices, cultural responsiveness, anti-bias, anti-racism, and racial equity work within HCPSS.
- Works with HCPSS offices and departments to co-create practices, initiatives, and policies supporting diversity, equity, and inclusion.
- Supports the leadership of school-based Diversity, Equity, and Inclusion Liaisons (DEILs) with identifying school needs and implementing site-based DEI efforts.
- Builds capacity of school-based teams and other internal HCPSS offices to increase the understanding and use of cultural proficiency tools to improve behaviors, practices, and policies.
- Leverages student leadership and elevates student voice to build belonging and honor dignity.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### **MINIMUM QUALIFICATIONS**

**Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.**

#### **Education:**

- Bachelor's degree from an accredited college or university.

#### **Certification:**

- Hold a current Maryland State Department of Education professional educator certificate.

**Experience:**

- Three years of experience as a certificated educator within a diverse PreK-12 setting.
- Evidence of leadership roles or experience.
- Experience applying the tools of cultural proficiency in the school or work setting.
- Successful completion of training in cultural proficiency, anti-racism, racial equity, restorative justice, or other culturally responsive practices.

**PREFERRED QUALIFICATIONS**

- Master's degree from an accredited college or university in education, curriculum and instruction, administration and supervision, business administration, human resource management, or a related field.
- Certificate in Diversity and Inclusion Leadership or a related area.
- Hold a current Maryland State Department of Education Advanced Professional Certificate with the Administrator I endorsement.
- Experience designing and delivering professional learning opportunities at the district level.
- Knowledge of the Framework for Teaching.
- Knowledge of and experience in coaching or mentoring.
- Demonstrated experience creating professional learning resources using a variety of media.
- Demonstrated proficiency utilizing a Learning Management System (e.g., Canvas) and technology tools needed for virtual learning.

**SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based upon your education, training, and experience as they relate to the requirements and preferred qualification of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

**EMPLOYMENT INFORMATION**

This is a 12-month per year position in the [Howard County Educators Association](#) (HCEA) employee unit. The current salary range for this position is on the Other Certificated Staff salary scale, \$88,638 - \$136,173. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position is eligible for a hybrid work schedule. Telework schedules will be determined by the department and/or supervisor.

## **APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a complete application.

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts, educator certificate) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact [recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@hcpss.org).

### ***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.