

*Director of Equity and Public Programs - Duties*

Responsible for:

1. Coordinating and monitoring District and building level equity and inclusion programs and initiatives.
2. Serving as administrative facilitator of the Diversity Committee.
3. Establishing, maintaining and expanding community partnerships that support equity, diversity and inclusion.
4. Coordinating and monitoring of the Pennsylvania Comprehensive Plan, including mid-point reviews for the Pennsylvania Department of Education.
5. Coordinating and monitoring of all Federal Programs such as Title I, II, III, IV, IX, including mid-point reviews for the Pennsylvania Department of Education.
6. Developing, directing and monitoring the implementation of the District Act 48 plan.
7. Serving as coordinator and resource on legislative issues, including responding to requests from state and federal legislators.
8. Supervising the English Language Development Program and teachers.
9. Managing District services related to students designated as English Learners and completing required State reports.
10. Managing District services related to students designated as homeless and completing required State reports.
11. Managing District services related to students designated as Foster Care and completing required State reports.
12. Coordinating and monitoring District Grants and completing required reports.
13. Serving as administrative liaison to the Board Ad Hoc Legislative Committee.
14. Acting as District Liaison to the Foundation for Learning in Tredyffrin/Easttown (FLITE) Board of Trustees.
15. Performing such other duties and responsibilities as assigned by the Superintendent.

Reports to Superintendent of Schools