

Chief Equity & Inclusion Officer Job Description

About KIPP Bay Area Public Schools

KIPP is a non-profit network of 209 college-preparatory, public charter schools around the country educating early childhood, elementary, middle, and high school students. KIPP schools are united by a common mission, a commitment to excellence, and a belief that if we help children develop the academic and character strengths they need for college and choice filled lives, they will be able to build a better tomorrow for themselves, for their communities, and for us all.

This summer, there will be 15 KIPP schools in the Bay Area educating over 6,000 students in grades TK-12 in East Palo Alto, Oakland, San Francisco, San Lorenzo, San Jose, and Redwood City. We also serve over 2,000 alumni in college. Building on a 15-year track record of success, we are both expanding to serve more students and evolving our model to better reflect our lessons learned, beliefs, and values. This includes an emphasis on social-emotional learning and restorative practices, deeper community engagement and advocacy efforts, and an amplification and more complete institutionalization of our organizational commitment to diversity, equity, and inclusion.

We are a vibrant and diverse team of school communities and a Regional Support Office, over 600 strong, united in our pursuit of our students' abilities to lead choice-filled lives and to disrupt racial and socio-economic inequities in educational access and outcomes. We recognize that in order to fulfill our mission for our students, we must create and sustain an environment that places a premium on equity and inclusion, where all teammates -- especially those with identities that have been historically marginalized or oppressed -- thrive.

Position Overview

At KIPP Bay Area Public Schools, we recognize the importance of continued investment in our understanding of how our identities shape our approach to this work, how we experience power and privilege, and that we must continually develop our cultural competence in order to best educate our students and partner with our families. We know the work of equity and inclusion in a diverse, multi-site, student-facing organization is fundamental to our success and takes *everyone's* commitment. As such, the Chief Equity & Inclusion Officer shapes our strategy and guides our efforts; they hold up a mirror, and they "hold our hand" while "holding our feet to the fire." We do not outsource our equity and inclusion efforts to this Chief, but we look to them for leadership, alignment, support, and accountability.

The Chief Equity & Inclusion Officer will report to the CEO and work from our downtown Oakland offices, with frequent travel to our schools and local communities throughout the Bay Area. The role is available immediately.

Qualifications & Required Skills

The ideal candidate for this position will have a deep passion for social justice and educational equity for all children, extensive executive leadership and relationship-building skills, and strengths in cultural competence, strategic communication, problem solving, and team development. The individual will have a history of collaborating with diverse groups of stakeholders to achieve ambitious outcomes, an established track record of leading change management efforts, and an ability to influence others especially when no direct reporting relationship exists. Additionally, successful candidates will leverage data *and* excellent listening skills to shape their perspective and resulting programs and strategies.

Responsibilities

- **Develop & Oversee Implementation of Strategic Plan:** Oversee the development and implementation of a strategic plan for DEI rooted in our mission, theory of action, and vision for DEI. Understand the nuances of how an organization-wide strategic plan is implemented in a school setting vs. the Regional Support Office setting. Develop organization-wide scorecard and systems to collect input, analyze data (both qualitative and quantitative), and monitor/report on progress. Manage relationships with external partners as needed to deliver training and support to achieve our plan.
- **Support & Influence Colleagues to Operationalize DEI Vision:** Provide leadership, collaboration, and support to teammates to differentiate our organizational vision for DEI into role-specific actions and performance management/accountability systems; and to ensure that our DEI vision is infused into the DNA of the organization through its systems, tools, policies, structures, and practices. Partner with Executive Team, Chief of Schools, and school-facing teams to support schools in closing achievement gaps. Partner with Executive Team & Chief People Officer to achieve zero gaps in promotion and retention of staff by race, ethnicity, and gender.
- **Serve as Trusted Advisor and Thought Partner to Colleagues.** Support and advocate for teammates who are being impacted by issues of equity and inclusion. Champion a positive culture including feedback and training for those who need to develop their skills and/or awareness of the impact they are having on others.
- **Communication & Progress Monitoring:** Develop consistent communication and feedback mechanisms to ensure we are able to identify, discuss, and address equity issues impacting our students, schools, and staff. Stay abreast of research and best practice in equity and inclusion and infuse/adapt to KIPP. Develop communication systems to share best practices, highlight bright spots, and keep staff apprised of key initiatives and activities.
- **Team management and leadership:** Serve as member of the Executive Team and the Regional Support Office Equity Council. Supervise the Manager of Culture & Community. Effectively manage and develop direct reports with an assets-based approach, cultivating a collaborative and inclusive team culture that seeks to coach and empower direct reports.

Education & Work Experience

- Bachelor's degree required.
- At least 15 years of relevant work experience.
- A proven track record of navigating complex issues, managing multiple stakeholders, making decisions, and driving strong results. The ability to work across teams and with diverse leaders is essential.

Salary and Benefits

The Chief Equity & Inclusion Officer is a full-time, exempt position. We offer a competitive salary and an excellent benefits package.

To Apply

Please submit a resume and one-page cover letter via email with the subject "KIPP Bay Area, CEIO" to leslie@promise54org. Applications will be considered on a rolling basis until the position is filled.

KIPP Bay Area Public Schools does not discriminate on the basis of age, race, ethnicity, color, national origin or ancestry, cultural background, religious creed, sex, gender identity or expression, sexual orientation, marital/registered domestic partner status, physical or mental disability, medical condition, genetic information, military or veteran status, primary language, citizenship or immigration status, or any other consideration made unlawful by federal, state, or local laws.