



La Cañada Unified School District
...a learning community committed to personal growth
and academic excellence

June 26, 2019

REQUEST FOR SERVICES

EQUITY & INCLUSION OFFICER

One-Year Contract, August 2019 through June 2020

Full-Time Equivalency: 40% to 60% of a Full-Time Position

Submission Deadline: 12:00 p.m., Tuesday, July 30, 2019

**Contract Range: \$55,000 - \$95,000 (dependent upon proposal FTE
and service offerings and provider experience)**

Brief Description of Service Required: Working directly with the Superintendent as an independent service provider, assists the District with a needs assessment and its subsequent implementation and oversight of *equity, inclusion, and diversity programs* to strengthen the educational process and environment within the La Cañada Unified School District.

Length of Contract: August 12, 2019 through June 30, 2019. This position would be 40% to 60% of a full-time position (0.4 FTE to 0.6 FTE).

Submission Deadline: 12:00 p.m., Tuesday, July 30, 2019

Submission Procedure:

Interested parties may submit a letter of interest (including desired FTE), resume, at least three (3) current letters of recommendation, and a draft services proposal. The resume should include references with contact information. Mailed submissions may be addressed and sent to:

Ms. Wendy Sinnette, Superintendent
La Cañada Unified School District
4490 Cornishon Avenue
La Cañada, CA 91011

POSITION RESPONSIBILITIES INCLUDE (but are not limited to):

- Oversees the development and implementation of proactive equity, inclusion, and diversity initiatives in support of La Cañada Unified School District's vision and mission to create learning and working environments committed to personal growth, academic excellence, and core values of inclusion, wellness, and empathy.
- Oversees program development, which addresses needs and identifies training initiatives and experiences for students on cultural competency, gender difference, disability, sexual harassment, inclusion and diversity, and other topics designed to increase awareness and support of equity and inclusion values aimed to support the quality of campus life at each school site.
- Implements professional development trainings for staff on cultural competency, gender difference, disability, sexual harassment, inclusion and diversity, and other topics designed to increase awareness and support of equity and inclusion values.
- Integrates all related programmatic, professional development, and educational offerings within the Challenge Success framework and clearly articulates and designs linkages to student, staff, and

community wellness and the creation of a thriving climate of care within the La Cañada Unified School District.

- Coordinates with District Administration to design and deliver Family Learning Series programs on topics related to equity, inclusion, diversity, and bias awareness.
- Serves as a District resource to the TK-12 site principals in their development of a student wellness plan and coordinates implementation strategies (including but not limited to the district-wide Challenge Success initiative and student mentoring programs).
- Promotes and communicates the programmatic work being done through on-going district-wide community communications, marketing, and messaging.
- Provides networking and outreach opportunities on diversity and inclusion to parent, student, and staff groups.
- Conducts related surveys and needs assessments within the District to inform program development, professional trainings, and educational offerings.
- In consultation with the Superintendent, coordinates and systematizes where the on-going responsibilities related to equity, inclusion, and diversity programs within the District will be housed/assigned once the independent services contract expires.

It is the policy of the La Cañada Unified School District to provide equal opportunity employment for persons and to refrain from discrimination based upon race, religion, color, national origin, ancestry, disability, medical conditions, marital status, sex, age, sexual orientation or any other unlawful basis in every aspect of personnel policy and practice in employment, development, advancement and treatment of employees; and to promote the total realization of equal employment opportunity, through a continuing affirmative action program.