

Position Description

Position Title	Diversity, Equity, and Inclusion Lead
Reports to	Chief Executive Officer/Director of Education
Pay Level	PE08B
Employment Term	2-year term with option to renew
Revision Date	June 2023

The DEI Lead is expected to support the mission and objectives of the Regina Roman Catholic Separate School Division No. 81. The Lead reports to the Director of Education and will lead the development of key strategies and equitable outcomes to engage the rich diversity of our community, and advance inclusion within the division. As a division on Treaty Four territory, we intentionally embrace truth and walk toward reconciliation as we live, learn, and work alongside students, families, and educators on these traditional lands of the nêhiyawak / ᓂᓴᓴᓴᓴᓴᓴ, nakawē / ᓂᓴᓴᓴᓴᓴᓴ, and Nakota nations, and homeland of the Métis, Lakota, and Dakota nations.

Required Duties and Responsibilities:

Under the direction of the Director of Education, the DEI Lead coordinates and manages the development and implementation of proactive strategies to advance RCSD's commitment to build a Catholic faith-based, engaged, diverse, inclusive organization that reflects the community we serve. The DEI Lead is a mid-level management position and serves as a member of the Achievement Team and chairs the RCSD DEI Committee. The DEI Lead champions diversity and promotes the vision of an inclusive culture by implementing effective strategies and monitoring progress. The DEI Lead actively engages students, families, caregivers, staff, and partners to identify solutions and opportunities that enhance and shift behaviours, administrative applications, policies, practices, processes, and positively advance diverse participation across the division. Indigenous Education, Faith Education, and Multilingual and Multicultural portfolios are integral to the Division's Diversity, Equity and Inclusion work and as such will be essential collaborators with the DEI Lead. The DEI Lead will advise Senior Administration to assess potential barriers and develop strategies to recruit and retain a diverse workforce. The DEI Lead will also collaborate with Senior Administration to assess the need for, and recommend training initiatives on topics designed to increase awareness and support of equity and inclusion values while maintaining compliance with applicable laws. The DEI Lead will work with the Superintendent of Human Resources to ensure compliance with laws and other applicable requirements.

Without restricting the generality of the above-stated basic function, the DEI Lead shall perform such duties and responsibilities as may be assigned including, but not restricted to the following:

Catholic Distinctiveness	<ul style="list-style-type: none"> • Ensure Catholicism is evident in their work both within and outside of the division • Be knowledgeable and supportive of Regina Catholic Schools' policies and expectations • Permeate our Catholic faith • Foster Christ-like behavior • Treat all stakeholders as valued people of God. Is fair and understanding, developing relationships to help move people forward • When applicable attend and participate in faith building activities • Conduct themselves in a Christian manner appropriate to an educational institution • Complete a yearly Catholic Formation goal in the Committed to Professional Growth document
---------------------------------	--



Position Description

Primary Duties	<ul style="list-style-type: none"> Plans, guides and advises Director of Education, Senior Administration and the Achievement Team on diversity, equity, inclusion matters. Collaborates with administration to create, implement and monitor programs designed to ensure fair and equitable treatment of students, faculty, and staff. Leads the Division in implementing strategic initiatives, including the creation of a culture for equity, diversity, and inclusion. Partners with students, staff, and internal stakeholders and external constituencies to ensure programming supports the Division's values and strategic goals. Develop system-wide policies, procedures and guidelines related to diversity, equity, and inclusion. In partnership with respective colleagues, provides strategic direction for training initiatives for all groups deserving of equity and topics designed to increase awareness and support of equity and inclusion values, and maintaining compliance with applicable laws. Is the Chair of the RCSD DEI Committee. Supports schools with Multicultural event programming. Engages staff and students to build a welcoming and inclusive culture at RCSD. Works collaboratively with key stakeholders to develop and implement a comprehensive board-wide diversity, equity, and inclusion awareness strategy. Promotes commitment to a Catholic faith-based climate of diversity, equity, and inclusion through interaction with the Board of Trustees, staff, students and the community. Represents the Division to external community, organizations, and agencies. Collaborates with external and internal constituency groups, to promote and advance diversity, equity, and inclusion. Gathers, researches and analyzes demographic specific achievement data for use in division academic and human resource strategies. Manages a budget, including developing budget proposals, justifying expenses and monitoring accounts. Researches, analyzes and identifies data to improve access to equity program information for all staff as well as develop effective solutions to address and eliminate systemic barriers. Performs other related duties as assigned.
Knowledge	<ul style="list-style-type: none"> Leadership and managerial principles; Budgeting principles and practices; Advanced theories and principles related to area of assignment; Strategy development and management principles and practices; Diversity, equity and inclusion best practices Program management and development principles; Training methods and best practices; Conflict resolution and mediation methods.

Job Specifications:

In addition to the Duties and Responsibilities, the DEI Lead is expected to have the following requirements:

Confidentiality	<p>At no time should the employee discuss publicly or release information pertaining to students and employees of the Regina Catholic School Division or any intrinsic information obtained from the said position. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.</p>
Education/Experience Level Required	<ul style="list-style-type: none"> A Bachelor's degree in education, social justice, or related field. A Master's degree is preferred. Additionally, post-secondary anti-oppression courses that include DEI theory, policy, and practice (e.g., Race and Gender theory) would be an asset. Preference will be given to those individuals that have lived marginalized experience. Experience in a position of added responsibility is preferred.



Position Description

Skills Required	<ul style="list-style-type: none"> • Excellent interpersonal skills and demonstrated ability to work collaboratively with internal and external stakeholders to develop diversity, equity and inclusion policies and procedures. • Providing strategic leadership; • Faith competency; • Cultural competency; • Working with diverse academic, cultural and ethnic backgrounds of community college students and staff; • Collaboration and consensus building; • Managing change and sensitive topics; • Offering viable solutions for problem solving; • Analyzing and making sound recommendations on complex management and administrative issues, including identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals; • Planning, implementing, improving, and evaluating programs, policies, and procedures; • Evaluating research to identify potential solutions, resolve problems, or provide information; • Communicating effectively through oral and written mediums; • Developing, administering, and managing budgets; • Managing multiple priorities simultaneously; • Analyzing and developing policies and procedures; • Evaluating research to identify potential solutions, resolve problems, or provide information; • Utilizing computer technology for communication, data gathering and reporting activities; • Speaking in public. <p>Able to:</p> <ul style="list-style-type: none"> • Understand, be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students and staff; • Develop policy and procedure related to program initiatives; • Effectively communicate both in writing and verbally; • Maintain a professional demeanor during emotionally charged, difficult, or high pressure situations; • Defuse anger and establish or restore harmony.
Physical Demands	<p>Work pressure, disturbances of workflow, and/or irregularities in work schedule are frequent and require significant adaptation. The work environment rapidly evolves, requiring continual upgrading of skills. Work is mostly sedentary and confined to an office setting with periodic outside activity for training and intervention. Extended work hours are common. Physical exertion includes standing during training, carrying materials and hand-outs, flip charts and other audio-visual equipment. Frequent travel within the province is required.</p>
Independence	<p>The primary areas of accountability include compliance, advocacy and education. The incumbent serves as advisor and resource person for management and staff in the areas of diversity, inclusion, equity, faith, and Indigenous Education.</p>
Internal/External Contacts	<p>The DEI Lead works collegially with all Catholic Education Centre (CEC) department personnel, school-based administration, and school-based staff. Direct contact with staff and external stakeholders and organizations is regular and frequent.</p>
Personnel and Employee Relations 7201 Employee Code of Conduct	<p>This Code of Conduct applies to all Regina Catholic School Division employees. It is the duty of the supervisor/principal to ensure the Code of Conduct is reviewed annually with each employee. The Regina Catholic School Division requires all employees to follow their contract, conditions of employment and/or professional organization guidelines as set out by the appropriate governing body.</p>

If you do not see yourself fully reflected in every job requirement listed on the posting above, we still encourage you to reach out and apply. Rooted in our Catholic faith, we are committed to creating a more diverse, equitable, and inclusive organization and we strongly encourage applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to apply. Support is available upon request for candidates taking part in all aspects of the selection process. Finally, we know that emergencies happen, and you may need to reschedule an interview - we understand and encourage you to be in communication without worrying about losing the opportunity or your credibility.