



LOUISIANA DEPARTMENT OF EDUCATION

Job Description: Director of Special Projects

Office of Equity, Inclusion & Opportunities

Organization

The Louisiana Department of Education has the responsibility to provide education management, education policy decision-making, and accountability for the state's elementary and secondary education system through the local school systems and public schools. Ensuring every child is on track for success after graduation, removing barriers to equity and providing educators with what they need to be at their best are among the priorities as the Louisiana Department of Education sets an ambitious course forward. [Believe to Achieve: Educational Priorities](#) serves as the Department's roadmap to improving outcomes for all Louisiana children.

Believe to Achieve includes the Department's belief statements, state data to help track progress toward Louisiana's six critical goals and the new priorities that will direct the LDOE's efforts as they work toward achieving the critical goals. Each priority outlines focus areas for the key actions and initiatives.

Because of this belief, the Louisiana Department of Education is focused on raising expectations and educational outcomes for students in **five major priority areas**:

1. Ensure every student is on track to a professional career, college degree or service
2. Remove barriers and create equitable, inclusive learning experiences for all children
3. Provide the highest quality teaching and learning environment
4. Develop and retain a diverse, highly-effective educator workforce
5. Cultivate high-impact systems, structures and partnerships

Six critical goals:

1. Students enter kindergarten ready
2. Students will achieve Mastery level on third-grade assessments and enter fourth grade prepared
3. for grade-level content
4. Students will achieve Mastery level on eighth-grade assessments and enter ninth grade prepared
5. for grade-level content
6. Students will graduate on time
7. Graduates will graduate with a college and/or career credential
8. Graduates will be eligible for a TOPS award

Role

The Director of Special Projects will report directly to the Assistant Superintendent, Office of Equity, Inclusion and Opportunities. The purpose of the Office of Equity, Inclusion, and Opportunities is to lead and develop with equity in mind by ensuring that students are provided with the support, services, resources, and school choice opportunities needed to be successful as individuals. This includes the examination of procedures, policies and practices that have created inequitable learning environments.

Louisiana Believes

This position will not directly supervise any employees but will implement strategy and monitor the alignment of the vision across different programs happening within the Equity, Inclusion & Opportunities scope of work. The Director of Special Projects will function as a utility player that supports and connects the strategy work that underpins the varying activities related to the mental health and well-being of all learners. This position is responsible for ensuring that the LDOE is meeting the needs of and providing adequate support to the varying needs of students.

Duties and responsibilities include, but are not limited to the following:

Strategic Alignment and Monitoring of Program Initiatives

- Engages in strategic planning aligned to the program goals identified for the well-being scope of work
- Outlines clear phases to achieving program goals
- Communicates the roles and responsibilities of each team member in meeting the vision
- Prepares, monitors, and aligns the scope of work across the well-being team.
- Oversees the alignment of the review team's work to the Equity, Inclusion, and Opportunities initiatives
- Coordinates and communicates turning the vision of the Equity, Inclusion & Opportunities office into actionable daily work.
- Identifies new mechanisms to continue support of priority district activities
- Develops and evaluates performance for personnel in division

Administration of Technical Assistance/Support

- Provides professional leadership and guidance to Department staff responsible for providing technical assistance to LEAs
- Prepares and delivers presentations to education officials at national, regional, and local meetings, and conferences of governmental and private organizations to explain the EIO program requirements, procedures, and policies.
- Provides continuous monitoring and refinement of programs and strategies to support agency goals and provides recommendations to strengthen
- Serves as a key spokesperson on equity, inclusion, and diversity issues pertaining to the work of the EIO office.
- Directs the day-to-day administration and activities of the EIO team's work
- Works with districts in the use of resources and planning to optimize impact
- Approves the development, revision, implementation and evaluation of current and long range plans, guidelines and policies
- Supports effective implementation of grant work by monitoring budget allocations, expenditures fund balances and related financial activities.

Desired Qualifications

A successful candidate for this role should have the following skills and experience:

- Bachelor's or Master's degree in Education preferred
- 5+ years of leading multiple work streams
- Extensive experience in program implementation, management, and evaluation
- Extensive experience in providing professional development and technical assistance
- Extensive experience managing strategy work and implementing initiatives.
- Deep knowledge of programs and best practices that lead to increased achievement for a diverse group of students



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Location

This position is located in East Baton Rouge, Louisiana, and candidates are expected to reside within Louisiana and regularly report to the Claiborne Building. Dependent upon the selected candidate's parish of residence or the parish in which an approved alternative work site is located a Telecommuting Agreement can be considered with approval by the Assistant Superintendent of Equity, Inclusion and Opportunities upon successful completion of the hiring process.

Terms of Employment

The Director of Special Projects is an unclassified position that reports directly to the Assistant Superintendent of Equity, Inclusion, and Opportunities and serves at the pleasure of the Assistant Superintendent. Salary will be commensurate with qualifications and experience.

To Apply

Applications (including a resume and cover letter) should be directed to LDOEjobs@la.gov by **5:00 pm on Monday, September 20, 2021**. For inquiries about the position, email LDOEjobs@la.gov. *Please note that emails sent to LDOEjobs@la.gov are submitted to a state email address and, therefore, considered public records.*

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