



Leading for educational excellence and equity. Every day for everyone. The Minnesota Department of Education serves a wide and diverse range of customers: approximately 850,000 K-12 students and their families; 118,000 young children participating in a variety of early learning programs including Head Start and ECFE; 82,000 adult learners participating in adult education programs including GED and citizenship programs; Minnesota's 339 school districts, 165 charter schools, and over 52,000 licensed teachers.

MDE Values:

Collaboration- Partner and serve for the greater good.

Leadership- Take ownership and responsibility.

Equity- Innovate for justice, fairness and inclusion.

Job Class: State Program Administrator, Manager

Working Title: Director of the MDE Equity, Diversity, and Inclusion Center

Job ID: 42695

Location: Roseville

Who May Apply: Open to all qualified job seekers

Date Posted: 11/30/2020

Closing Date: 12/21/2020

Hiring Agency/Seniority Unit: Education Department

Division/Unit: Education-St Paul / Equity Diversity & Inclusion Ctr

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Yes, post required work from home period there will be periodic travel to school districts.

Salary Range: \$34.76 - \$50.24/hourly, \$72,579-\$104,901/year

Classified Status: Classified

Bargaining Unit/Union: Managerial

Connect 700 Program Eligible: Yes

Job Summary

In this exciting new role as the Director of the Minnesota Department of Education's Equity, Diversity, and Inclusion (EDI) Center, you will take initiative to build and strengthen a holistic EDI strategy that ensures that all people are treated equitably and supported in pursuing a shared vision of equity to enable the Minnesota Department of Education to build and grow its work towards employee inclusion and educational equity. In addition, you will support the development and implementation of an equity framework that can be used by the public school districts that we support. In this role, you will work with staff at all levels, and use your strengths in collaboration and training to develop and implement strategies and procedures that drive organizational change, foster a positive and inclusive work environment, and ensure that equity, diversity, and inclusion are factored into the decision making processes of the agency, and the agency's customers and partners. Duties include:

- Directing and overseeing the agency's internal equity, workforce diversity and inclusion, equal opportunity, and affirmative action goals strategies, activities and programs;
- Providing leadership and recommendations to schools, districts and communities in Minnesota to better support students, families, and communities across the State of Minnesota;
- Ensuring agency compliance and adoption of all applicable State and Federal Civil Rights and EEO/AA laws.

Minimum Qualifications

5 years of professional level experience in implementing/managing equity, diversity, or inclusion programs for an organization or educational institution

OR

4 years of professional level experience in implementing/managing equity, diversity, or inclusion programs for an organization or educational institution AND a Bachelor's or Master's degree.

Experience must include:

- Program/project management experience sufficient to build initiatives and programming from the ground-up;
- Demonstrated experience in project management that impacts both the internal organization and external partners;
- Past supervisory or managerial experience;
- Experience managing complaints and facilitating conflict resolution processes;

Preferred Qualifications

- Work experience in Educational Equity;
- Change management experience;
- Demonstrated leadership and experience in advancing equity, diversity, equal opportunity, and affirmative action activities and programs within a large, diverse and complex organization;
- Demonstrated understanding of multicultural, diversity, and social justice principles and practices;
- Experience working within and engaging employees across all levels throughout the organization;
- Proven track record of developing diversity and inclusion strategies and programs and in developing training and development or change initiatives, consulting or related business experience;
- Knowledge of EEO/AA data collection and experience in gathering, assessing, and communicating information about a given climate and environment;
- Experience in developing community relationships and recruitment initiatives;
- Exceptional interpersonal skills and ability to communicate effectively orally and in writing to a range of audiences;
- Experience with organizational change and culture.

Additional Requirements

This position will need to pass a pre-hire driver's license check due to the travel requirement.

Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

How to Apply

Click "Apply" at the bottom of the page. If you have questions about applying for jobs, contact the job information line at 651-259-3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about the position, contact Kelsey Baumann at kelsey.baumann@state.mn.us or 651/582-8550.

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email careers@state.mn.us. Please indicate what assistance you need.