

JOB DESCRIPTION
San Diego County Office of Education

Senior Director, Equity

Purpose Statement

The job of Senior Director, Equity is responsible in leading a team to coordinate educational equity services and supports to districts and schools; supervising staff who provide system-wide leadership and education transformation work in partnership with LEAs; developing and monitoring San Diego County's Plan for Educational Equity along with the Equity Department's budgets that support programs.

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, as well as being accountable for their actions and their impact.

Essential Functions

- Designs and implements equity-related projects and programs (identifies available grant sources), developing and weaving equity-centered tenets and frameworks into existing and new opportunities, and facilitating transformative/experiential learning experiences for individuals, groups, and institutions in improving educational equity.
- Builds meaningful relationships with educators, local, state and federal partners, and community members; facilitates creative and inclusive experiences, navigating complex conversations, and growing our organizational capacity to do action-based work in eliminating educational inequities and disparities for historically underrepresented students in San Diego County.
- Assesses the needs and supports of local districts to provide or improve the opportunity of a quality education for each and every student; Supports adult learning that transforms cultures, behaviors, and practices to empower all students to learn, achieve, and succeed in a global society; creates and promotes a more inclusive culture in which differences are valued and celebrated.
- Serves as a resource to LEAs and community partners in advocating for change, for the purpose of providing technical and adaptive assistance to those that seek to adopt innovative policies, systems, and school transformation initiatives to advance educational equity.
- Monitors the goals and strategies as described in the Plan for Educational Equity: reporting outcomes for monitoring progress, refining activities, and identifying next steps.
- Leads in the design of equity-focused professional learning for the San Diego County Office of Education for the purpose of building internal capacity to lead transformational systems change and promote organizational and individual commitment.
- Monitors budget allocations, expenditures, fund balances, and related financial activities to ensure that allocations are accurate, revenues are recorded, expenses are within budget limits, and that fiscal practices are followed.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) to maintain adequate staffing, enhance productivity of personnel, and achieve objectives within budget.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE:

Issues relating to diversity, cultural proficiency, and equity policy;
Local, state, and federal laws related to schools, employment, and protected classes;
California Public Records Act and Uniform Complaint Procedures;
Board Rules and administrative policies related to equal employment opportunity, sexual harassment, discrimination, gender equity, and accommodations of individuals with a disability;
Assessment techniques and education research methodology;
Project management principles and procedures;
Personnel processes and standard business practices;
Program review, student learning outcomes, and service area evaluation processes.

ABILITY:

Design and implement effective equity policies and programs;
Gather, research, and analyze data for use in statistical calculations and reporting in order to meet federal and state requirements in the area of equity, diversity, and inclusion;
Serve as a liaison between educators and diverse cultural groups;
Exercise diplomacy when interacting with educators and community members;
Promote commitment to a climate of equity and inclusion;
Maintain a high level of confidentiality;
Work with a significant diversity of individuals and/or groups;
Utilize a variety of job-related equipment;
Independent problem solving is required to analyze issues and create action plans;
Problem solving with data requires analysis based on organizational objectives;
Communicate clearly both orally and in writing.

Working Environment

ENVIRONMENT

Duties are typically performed in an office setting.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine-finger dexterity. Generally the job requires the following for extend periods of time sitting, walking, and standing. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

This position requires the ability to drive a vehicle to travel to off-site events, school districts, and school sites throughout San Diego County.

Education and Experience

Experience: Five (5) years of increasingly responsible experience in site- and district-level settings, including supervisory or administrative responsibilities involving the improvement of educational programs. Experience leading equity, diversity, inclusion, and/or cultural competency initiatives required; and

Education: A Master’s degree in educational leadership or directly related field; or

Equivalency: A combination of education and experience equivalent to: a master’s degree in educational leadership or related field, five (5) years of increasingly responsible experience in site- and district-level settings, including supervisory or administrative responsibilities involving the improvement of educational programs. Experience leading equity, diversity, inclusion, and/or cultural competency initiatives required.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Administrative Services Credential
Valid CA Teaching Credential
Valid CA Driver’s License

Continuing Educ./Training

As needed to maintain required certifications


Clearances

Criminal Justice Fingerprint/Background Clearance
Pre-placement physical exam, including TB Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 053

Approval Date: July 27, 2020

Approved by: 

Dr. Oliver Wong Ah Sun, assistant superintendent
Human Resources Services

Revised: N/A