

JOB DESCRIPTION
San Diego County Office of Education

Executive Director, Equity

Purpose Statement

Under the direction of the Deputy Superintendent, Learning and Leadership Services, the Executive Director, Equity is responsible for directing services, education, training, initiatives, outreach, and supports for the County Office, school districts, charter schools, and community partners; providing system-wide, socially conscious leadership, to create inclusive and instructional environments that honor every student's ability, race, ethnicity, gender, socioeconomic status, language and sexual orientation, ensuring that every student will be skilled and globally competitive. This position may serve as part of the Superintendent's cabinet.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employees commit to being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Essential Functions

- Designs and implements projects and programs, develops training and professional development opportunities that transform district and County Office cultures, behaviors, and practices, integrates evidence-based frameworks, and facilitates transformative/experiential learning experiences for individuals, groups, and institutions in improving educational equity.
- Collaborates with internal and external personnel to plan, develop, and implement programs in alignment with the division's vision, the Superintendent's plan, and the County Board of Education's mission and goals.
- Researches and analyzes significant educational changes, trends, and regulations related to school improvement, educational reform, and special services, and presents recommendations to stakeholders to improve curriculum, instruction, and assessment to support greater equity and achievement.
- Directs and supervises SDCOE management and support staff who provide equity-related system-wide leadership and education transformation work in partnership with LEAs.
- Collaborates with educators, local, state and federal partners, and community members; grows 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 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 asset-based culture in which students are valued and celebrated.
- Serves as a resource to LEAs, community partners, and state-level agencies for the purpose of providing technical and adaptive assistance to those that seek to adopt innovative policies, systems, and school transformation initiatives to advance student opportunity and success.

- Implements and monitors the goals and strategies as described in the SDCOE Equity Blueprint and Strategic Plan; reports outcomes for monitoring progress, refines activities, and identifies next steps.
- Directs activities that support county-wide principals, educators, professional learning communities, and community groups to build capacity and understanding to create a college and career readiness culture that supports all students in reaching their academic and social potential.
- Builds capacity for identifying and addressing equity challenges within systems of an organization, leveraging continuous improvement processes and tools.
- Collaborates across all SDCOE divisions to build a common understanding of equity; leverages division expertise and resources responding to district and school equity requests.
- Leads in the design of equity-focused professional learning for the County Office for the purpose of building internal capacity to lead transformational systems change and promote organizational and individual commitment.
- Attends and/or facilitates meetings, workshops, and seminars for the purpose of identifying issues, developing recommendations, supporting staff, and represents SDCOE.
- 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 OF:

Issues relating to diversity, cultural proficiency, and equity policy;
 Local, state, and federal laws related to schools, employment, and protected classes;
 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;
 Program review, student learning outcomes, and service area evaluation processes.

ABILITY TO:

Facilitate creative and inclusive conversations, interactions and experiences;
 Navigate complex conversations;
 Identify and analyze complex political implications and circumstances;
 Organize and lead cultural competency initiatives;
 Establish community networks and positive working relationships within the county, including elected officials, community leaders, and staff;
 Problem-solve complex political issues and policies;
 Manage assigned budgets, including developing budget proposals, justifying expenses and monitoring accounts;

Design, implement, and communicate effective equity policies and programs;
Gather, research, and analyze data for use in reporting in order to meet federal and state requirements in the area of equity, diversity, and inclusion;
Communicate effectively both orally and in writing;
Exercise diplomacy and cultural competency when interacting with educators and community members;
Promote commitment to a climate of equity and inclusion;
Maintain a high level of confidentiality.

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:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. This position requires the ability to drive a vehicle to travel to off-site events, school districts, and school sites throughout San Diego County. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Education: A Master’s degree in educational leadership or closely related field.

Experience: Five (5) years of increasingly responsible administrative experience in site- and district-level settings successfully leading equity, diversity, belongingness, and/or cultural competency initiatives, and two (2) years of experience supervising the work of management and support staff.

Equivalency: A combination of education and experience equivalent to a master’s degree in educational leadership or closely related field and five (5) years of increasingly responsible administrative experience in site- and district-level settings successfully leading equity, diversity, belongingness, and/or cultural competency initiatives, and two (2) year’s experience supervising the work of management and support staff.

Required Testing

N/A

Certificates, Licenses, Credentials

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

Continuing Educ./Training

As needed to maintain required certifications

Clearances

Criminal Justice Fingerprint/Background Clearance

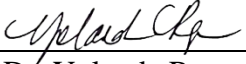
Physical exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management Grade 056

Established: 06/2022

Approved by: 

Dr. Yolanda Rogers, Assistant Superintendent
Human Resource Services

Revised: N/A