



JOB DESCRIPTION

Position Code: 772
Classified Group: SJAA
Salary Range: 12
Work Days: 213
Page 1 of 3

POSITION TITLE: Coordinator, Equity and Student Achievement

DEFINITION: Under general direction, this individual will work to develop, implement, monitor, and evaluate Educational Equity programs and work directly with schools to coordinate and align educational equity programs.

DIRECTLY RESPONSIBLE TO: Director, Equity and Student Achievement

SUPERVISION OVER: Certificated and Classified staff as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Designs, develops, coordinates, and conducts district-wide trainings related to equity and culturally relevant strategies for staff, parents, and community members and evaluates the effectiveness of trainings provided.
2. Provides technical expertise and assistance to support educational equity programs and services with staff, parents, and the community.
3. Assists in the development of departmental goals, objectives, policies and procedures and makes recommendations for improvements as necessary.
4. Researches and presents information to parents and community groups on equity practices and other applicable topics as needed.
5. Develops partnerships with community and regional agencies and coordinates resources to support equity and vital district initiatives.
6. Collaborates with administrators, staff, and external agencies/organizations to coordinate activities and programs, resolve issues, exchange information, and participate in community events and activities as necessary.
7. Assists with developing a comprehensive approach to improve school climate, creating inclusive schools for diverse families, and fostering a district culture to support equity and social justice within the district and the surrounding community.
8. Researches and remains abreast of innovative trends in related topics such as curriculum and instructional delivery, student success, educational research, school improvement, and parent involvement and makes recommendations on how to improve educational equity programs and services.
9. Assists with creating a sustained focus on further developing cultural competency within the district to increase awareness and understanding of varying cultural identities, norms, and uniqueness among students and their families.
10. Assists with developing school-based equity teams to improve and enhance the district's efforts to ensure academic success for all students.
11. Collaborate with other departments (i.e. English Learner, Title I, Family and Community, Special Education, Student Services, etc.) and others as needed.
12. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of education, experience, or training equivalent to a bachelor's degree from an accredited college or university; experience working within a diverse student, parent, or community population is preferred; **must possess a valid** Administrative services credential issued by the California Commission on Teacher Credentialing preferred.

Licenses and Certificates:

- Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of and sensitivity to the needs of students and parents from diverse ethnic, economic, and other cultural backgrounds
- Knowledge of applicable federal, state, and local laws, regulations, codes and educational programs or resources
- Knowledge of applicable district policies, procedures, and programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge and skill in use of computers and assorted software programs
- Ability to conduct research and analyze and interpret data
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff, parents, students, and the community
- Ability to analyze and resolve problems with tact and diplomacy
- Ability to establish priorities and meet deadlines
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff, students, parents and the community

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about schools and facilities to conduct work, including sitting or remaining in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel for work related purposes

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 7/1/2019
Revised: 8/11/2021