

**PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Coordinator III - Equity and Access

CLASSIFICATION: Certificated Management

REPORTS TO: Assistant Superintendent, Teaching and Learning

DESCRIPTION:

Under the direction of the Assistant Superintendent, Teaching and Learning, the Coordinator of Equity and Access is an instructional leader with the primary responsibility of leading the implementation of the district's diversity, equity, and inclusion master plan, with a particular focus on student academic and social emotional success. This individual is an experienced educator who is knowledgeable about equity practices and training, Multi-Tiered Systems of Support (MTSS), and the utilization of anti-bias curriculum to create a culturally-responsive school environment, works collaboratively with site and district personnel to achieve the District Organizational Goals.

PERFORMANCE RESPONSIBILITIES:

- Assists schools in addressing the needs of students and families from historically marginalized backgrounds.
- Assists schools in addressing the needs of student groups who are negatively disproportionately represented in school and/or district academic and discipline data.
- Facilitate systematic implementation of MTSS at the elementary, middle and high schools by collaborating with other District Divisions and Departments to develop, restructure and/or implement effective models for delivering a comprehensive MTSS framework.
- Plan, develop, coordinate, implement and/or monitor Tier 1 instruction that includes social, emotional and academic and Tier 2 and 3 intervention programs to increase equity and access for all students.
- Develop, facilitate and support “cradle to career ” professional development for staff regarding a well-articulated culturally responsive curriculum and anti-biased instructional program.
- Provides proactive leadership while working collaboratively with site and district personnel in the selection and adoption process for standards-aligned instructional materials that support Equity and Access.
- Monitors, analyzes, and interprets disaggregated student achievement data results and data reports to inform programs for student groups that are disproportionately represented in academic and/or discipline data.
- Prepares and maintains a variety of narrative, statistical, and evaluative reports, records, and files related to assigned programs and personnel including those mandated by the District, County, State or Federal Government.

- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Assists with the development, allocation, and monitoring of the budgets for assigned programs.
- Provide for proper record-keeping to meet audit requirements and program requirements.
- Attends and conducts a variety of meetings and represents the Teaching and Learning Division at assigned meetings, events, and District committees.
- Performs other related duties as assigned.

KNOWLEDGE OF:

- Equity based, anti-bias framework and culturally responsive practices and pedagogy.
- Multi-Tiered Systems of Support and tiered intervention programs.
- Strategies that support historically underserved populations.
- State and District curriculum, standards, frameworks and programs.
- Principles and practices of effective supervision, evaluation, and training.

ABILITY TO:

- Develop a shared vision and inspire others to act.
- Facilitate sensitive conversations pertaining to equity and anti-bias practices.
- Develop, implement and monitor equity initiatives and use data to determine progress.
- Facilitate and organize committees, in-services, and professional development activities
- Communicate effectively orally and in writing.
- Establish and maintain cooperative and effective working relationships with a wide variety of groups and individuals.

TRAINING AND EXPERIENCE:

- Bachelor's Degree
- Administrative Services Credential, and a combination of at least five years successful TK-12 teaching and increasingly responsible supervisory experience is required.
- Master's Degree desirable

TERMS OF EMPLOYMENT:

215 days, Management/Confidential Salary Schedule

BOARD APPROVED: January 28, 2021