

**SAN MATEO COUNTY OFFICE OF EDUCATION
EXECUTIVE DIRECTOR, EQUITY, SOCIAL JUSTICE, AND INCLUSION**

JOB SUMMARY

Under the direction of the County Superintendent of Schools, oversee and advance efforts to increase organization-wide commitment and alignment to SMCOE's anti-racist paradigm and provide leadership that works to dismantle educational inequities that exist locally, regionally, and across the state. The qualified candidate exemplifies trauma-informed and empathic leadership and has experience working as part of a team that has changed outcomes for youth who have been historically underserved by the education and other systems. The candidate will further demonstrate a commitment to the belief that all students, regardless of circumstances, can meet high expectations and achieve educational outcomes that can lead to future success.

The Executive Director, Equity, Social Justice, and Inclusion must have a capacity for teamwork and for developing sensitive working relationships with all stakeholders including SMCOE staff, district leaders and educators, community partners, and families—with the ability to thoughtfully manage the personal, political, and institutional dynamics related to anti-racism. In addition, the qualified candidate will provide direct leadership and support to certificated staff, including teachers, site administrators, and instructional leaders, ensuring that equity-centered practices are integrated into teaching, curriculum, and professional development. The ideal candidate will be a self-starter with strong communications skills and have a deep concern and compassion for celebrating differences as a way to ensure academic and social success for all students.

ESSENTIAL DUTIES

- Accelerate progress toward educational equity by eliminating gaps in opportunity and access across all schools and programs;
- Serve as a strategic leader and guide in advancing SMCOE's identity as an antiracist, inclusive organization; employ best practices in change management and organizational development to drive systems-level transformation;
- Collaborate with Cabinet leadership to implement SMCOE's Strategic Plan, with specific focus on equity, inclusion, and social justice goals;
- Develop, implement, manage, monitor and evaluate a wide range of professional development programs for administrators, teachers, and other support staff to advance equity, access, and opportunities for students;

- Support certificated and classified coordinators in the development, implementation, and evaluation of instructional programs to ensure alignment with research-based equity priorities and educational goals;
- Supervise and evaluate certificated personnel;
- Oversee the preparation and distribution of instructional materials that reflect DEI principles and align with California Education Code § 44065(10);
- Lead and facilitate in-service training for teachers, principals, district administrators, and other certificated and classified personnel to enhance instructional effectiveness and foster inclusive, supportive learning environments;
- Plan and conduct professional learning experiences for certificated and classified leaders and administrators, including Extended Cabinet and Leadership Seminar training;
- Evaluate and interpret instructional programs and curricula through an equity lens to ensure continuous improvement, in accordance with Ed Code § 44065(12);
- Support the integration of DEI strategies into curriculum development and instructional practice, and actively contribute to the Ethnic Studies Work Group and related equity-focused instructional initiatives;
- Collaborate with Human Resources and Personnel Commission Services to reduce barriers and support the recruitment and retention of a diverse, culturally proficient certificated and classified workforce;
- Coordinate across departments to build a shared understanding of equity; respond to district and school requests by leveraging SMCOE's collective expertise;
- Create, support, and promote culturally responsive curriculum that addresses issues of equity, antiracism, inclusion, and social justice;
- Stay abreast of relevant federal and state policy changes affecting DEI efforts in education; ensure compliance and readiness across instructional programs;
- Develop and lead high-leverage professional development programs that build cultural proficiency and support implementation of SMCOE's equity goals;
- Use data, assessments, and analytical tools to measure progress on equity initiatives; compile and analyze information to guide improvement and ensure accountability;
- Provide technical assistance to the Superintendent and executive leadership in developing equitable policies, programs, and resource allocation models;
- Serve as a liaison to community partners focused on equity and inclusion; support staff in cultivating and leveraging these relationships for curricular and instructional impact;

- Actively participate in and support SMCOE programs that integrate DEI into instructional leadership development (e.g., TAD, Outdoor Education, Environmental Literacy, etc.);
- Monitor and regularly report progress on equity and inclusion initiatives to the Superintendent, Governing Board, executive staff, and community stakeholders;
- Lead special projects and perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- The complexity and multiple dimensions of diversity, inclusion, and equity, including but not limited to – age, class, culture, disability, ethnicity, gender, nationality, race, religion, sexual identity, sexual orientation, and socioeconomic status;
- Diversity, inclusion, and cultural competency training programs;
- Community relations that support developing relationships with underserved/ underrepresented communities, communities of color, and LGBTQ+ families;
- Effective teaching and learning theory and strategies, including strategies for adult learners;
- Conflict resolution and the ability to manage discomfort and tension that may arise when addressing issues of race and other disparities.

SKILLS AND ABILITY TO:

- Coordinate program development and services for culturally-linguistically diverse students and working effectively with students, teachers, and administrators at all levels;
- Lead equity, diversity, inclusion, and/or cultural competency initiatives;
- Work with state or regional educational equity initiatives or state curriculum/instruction projects;
- Lead data-driven decision-making at teacher, site, administrator, and district level.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in job-related area required;
- Master's degree in job-related area preferred;
- Minimum five (5) years of experience as an administrator and/or school leadership related position;
- Site, district, or executive level leadership preferred.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California Administrative Services credential;
- Possession of a valid California Teaching credential.

WORKING CONDITIONS: The characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

- Varies from a climate-controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat;
- Indoor and outdoor work environment;
- Minimal temperature variations in a generally hazard free environment and clean atmosphere;
- This position may require employees to travel; employees must be able get themselves to different locations during their workday and will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation.

PHYSICAL DEMANDS:

- Operate a computer keyboard, mouse, copy machine, printer, and other office equipment;
- Read printed material and computer screens;
- Extended periods of sitting, standing, walking and/or remaining in a stationary position;
- Position self to access office equipment, materials, and files;
- Stamina and agility to push, pull, lift, carry or move up to 50 pounds occasionally;
- Climbing, balancing, squatting, twisting, turning, bending, kneeling, crawling and stooping;
- Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus;
- Hearing, speaking, observing and significant fine finger dexterity.