

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Coordinator IV, Diversity and Equity

QUALIFICATIONS

CREDENTIAL: Required Administrative Services Credential  
Appropriate California Credential

EDUCATION: Required M.A. or M.S.

EXPERIENCE: Required A minimum of three years of successful experience in teaching or counseling or site-level administrative experience.

Desired Experience as an administrator and/or in diversity-related positions with a demonstrated record of progressively responsible leadership in providing strategic direction of diversity, equity, inclusion, and access efforts.

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with a diverse staff, high-risk students, caregivers and community. Demonstrated ability to work with educational and community stakeholders and community organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Assistant Superintendent of Educational Services and the Director of Multilingual Education and Family Engagement, the Coordinator of Diversity and Equity is responsible for the planning, development, organization, management, direction, and implementation of programs designed to promote equity and diversity. The Coordinator serves as a District liaison with stakeholders including cooperating agencies, community services, school sites, educational rights holders and caregivers; supports the research, planning, development, preparation, and evaluation of the Local Control Accountability Plan (LCAP) actions and services and other programs/projects for underrepresented student populations; assures compliance with laws, codes, and regulations governing schools.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Coordinator of Diversity and Equity's job performance will be as follows:

1. Serve as a district-wide systems leader, advocate, and resource person in matters relating to diversity, equity, and inclusion.
2. Plan, guide, and advise executive staff on diversity, equity, inclusion and affirmative action matters.
3. Provide leadership and support in the development, implementation and coordination of best practices designed to increase and retain diverse staff within the workforce.

4. Manage and oversee the development and implementation of anti-racist/anti-unconscious bias training for staff; provide support and coaching; identify leadership components to ensure safe and inclusive environments and provide a continuum of professional development across the District.
5. Serve as the Superintendent's designee on the District African American Parent Advisory Committee.
6. Engage families as partners in the educational process; provide ongoing communication to families, which include, but are not limited to, in-depth written reports containing assessment data, classroom observations and individual progress reports; regularly collect and organize samples of students' work to share with families.
7. Support, plan, and manage district and school site family workshops, trainings, and events.
8. Design, implement, and monitor a framework based on the District's vision to ensure equality through equity across the District.
9. Monitor and analyze data to ensure implementation of practices that promote equity.
10. Create and implement innovative strategies to close performance gaps.
11. May work cooperatively with the Human Resources Division to ensure staffing ratios, assignments, and student access to programs and services are consistent with community demographics and district expectations.
12. Ensure diversity and tolerance are commonplace and part of the District's core culture.
13. Collaborate with principals and other district departments to develop and implement ongoing evaluation and improvement of instructional programs, particularly with the efforts to increase student achievement of underserved students and disrupt the power of demographics.
14. Translate and disseminate appropriately the laws, regulations, and codes governing schools and children into programs and activities designed to promote school achievement in underserved student populations.
15. Develop and ensure interventions and enrichment opportunities are provided to improve the academic and behavioral success of underserved student populations.
16. Maintain and oversee methods of program evaluation, accountability, tracking/monitoring and reporting of data related to underrepresented student populations in order to improve student success and to respond to LCAP objectives and other job description elements.
17. Travel to schools and other district locations to provide consultation and support services to managers, site administration, and staff.
18. Assist the Human Resources Division in the recruitment of highly qualified teachers; develop and implement a meaningful pipeline to recruit, select, and retain a diverse teaching work force.
19. Assist the Human Resources Division in the recruitment process for site administrators; develop and implement a principal pipeline to recruit, select, and retain diverse site and district administrators.

20. Assist with the coordination of guidance and support services to ensure all students have equitable access to guidance and educational services.
21. Monitor instructional curriculum to ensure inclusion of diversity and equity-based principles.
22. Ensure that the Local Control Accountability Plan (LCAP) and other programs/projects incorporate the needs of underrepresented student populations.
23. Maintain and cultivate the external and internal image of the District, its divisions, and its schools.
24. Provide timely and effective communications regarding incidents and/or situations which might impact the District, its divisions, or schools.
25. Design, develop, and create training materials and planning activities to meet program objectives; plan, organize, and conduct trainings for certificated and classified managers.
26. Collect and analyze project data to measure the impact and evaluate the effectiveness of assigned professional development activities.
27. Assist in the preparation and administration of the assigned departmental budget and ensure efficient and effective use of resources to accomplish goals and objectives.
28. Direct the preparations and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities.
29. Train, supervise, and evaluate performance of assigned certificated and classified personnel.
30. Evaluate relevant information and recommend or implement plans of action to efficiently and effectively resolve issues and inquiries from school district administrators, parents, and educators regarding curriculum requirements and school improvement efforts.
31. Research and analyze educational changes, trends, and regulations related to equity and school improvement; present recommendations to stakeholders to improve curriculum, instruction, and assessment to support greater equity and achievement.
32. Create structures to identify and address equity challenges within the system.
33. Work across all divisions to build a common understanding of equity; leverage division expertise and resources for the purpose of responding to district and school equity requests.
34. Facilitate creative and inclusive experiences, navigating complex conversations and growing the District's organizational capacity to assist in eliminating educational inequities and disparities for all students.
35. Establish and maintain effective communications and working relationships among diverse groups of students, parents, District staff and departments (i.e. English Learner, Title I, Family and Community, Special Education, Student Services, etc.), the community, and multi-faceted public and private agencies.
36. Maintain a professional code of ethics and collaborative work ethic; represent the District in a variety of settings and meetings in the community.

37. Assist with the management of informal and formal parent complaints.
38. Establish annual goals and objectives as deemed appropriate by the supervisor.
39. Other related duties as assigned.
40. Facilitate, advise, and assist with the development and implementation of the Ethnic Studies courses.
41. Provide support and oversight to the school site librarians.
42. Collaborate with other district departments in the cooperative efforts between schools, care givers, group homes, and other community agencies in providing services to students and families.

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