



Job Description

POSITION TITLE: Director I, Diversity, Equity, Inclusion, and Access #6284
Student Programs and Services
Administration

SALARY PLACEMENT: Senior Management Salary Schedule
Range 1

SUMMARY OF POSITION:

Under the direction of the Director III of Diversity, Equity, Inclusion, and Access, the Director I provides leadership and program guidance to San Joaquin County Office of Education, student programs, Administrative Council, and individual departments to ensure sustainability of change initiatives regarding equity, access, and culturally responsive learning and work environments. The Director I also serves as a resource, and provides a high level of facilitation, professional development, and technical support to districts regarding equity and access. The Director I is knowledgeable about state and federal mandates. The Director I serves on county, regional and state committees, as appropriate.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a bachelor's degree in education or in a related field. Three years of increasingly responsible experience in site or district-level settings, including supervisory or administrative responsibilities involving the improvement of educational programs.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a master's degree in education or in a related field. Possess a valid California Administrative Services Credential. Experience working with schools and/or districts. Experience working across all grade levels. Experience working with state curriculum/instruction or accountability projects. Experience leading school and district curriculum development and professional development planning and implementation. Experience leading equity, diversity, inclusion, and/or cultural competency initiatives.

KNOWLEDGE, SKILLS, 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

Ability to:

- design and implement effective equity policies and programs
- gather, research, and analyze data for use in statistical calculations and reporting in order to meet federal and state requirements in the area of equity, diversity, and inclusion
- serve as a liaison between educators and diverse cultural groups; exercise diplomacy when interacting with educators and community members
- demonstrate success as a strong and visionary leader; project management principles and procedures; program review, student learning outcomes, and service area evaluation processes

- promote commitment to a climate of equity and inclusion
- maintain a high level of confidentiality
- communicate clearly both orally and in writing

Possess:

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

DISTINGUISHING CHARACTERISTICS:

The Director I represents Range I of the Senior Management Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences to present material and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed.
12. Oversee and manage budgets.
13. Work directly with superintendents, school/district administrators, and teachers to establish needs and provide high-level facilitation, professional development, and technical assistance in support of their equity and access services.
14. Maintain awareness of all state and federal mandates, especially those associated with equity and access.
15. Possess expertise in state and federal legislation, and the specific impact to the specific student groups including English Learners, low-income pupils, foster youth, students with disabilities and other underperforming student groups.
16. Conduct outreach and build strong relationships and partnerships with SJCOE, district, and school personnel.
17. Support the Director III of Diversity, Equity, Inclusion and Access and collaborate with other managers and divisions in working towards an equitable and culturally responsive environment.
18. Assess the needs and support of SJCOE and local districts to provide or improve the opportunity of a quality education for every student.
19. Develop training and professional development opportunities that transform district and county office's cultures, behaviors, and practices to create and promote a more inclusive culture in which the differences are valued, celebrated while ensuring academic and social success for all students and employees.
20. Research and analyzes significant educational changes, trends, and regulations related to equity, school improvement, educational reform, and special services, and presents recommendations to stakeholders to improve curriculum, instruction, and assessment to support greater equity and achievement.
21. Build capacity in districts and county offices for identifying and addressing equity challenges within systems of an organization.

22. Work with all departments to build a common understanding of equity; leverages division expertise and resources for the purpose of responding to district and school equity requests.
23. Attend, facilitate, and/or coordinate meetings, workshops, conferences, and seminars for the purpose of identifying issues, developing recommendations, supporting staff, and serving as a county-wide representative.
24. Participate in conferences, networks, meetings, workshops, and webinars for the purpose of conveying and/or gathering information required to perform functions.
25. Represent the SJCOE and serves on local, state, regional and district committees, work groups, and advisory boards for the purpose of supporting the implementation of school and district plans to improve academic achievement.
26. Other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment, and/or make home visits. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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