

DIRECTOR OF EQUITY AND ACCESS

DEFINITION

Under the direction of the Deputy Superintendent of Personnel Services, the Director of Equity and Access is responsible for leading the district equity efforts and the implementation of racial equity policy. The Director of Equity and Access will assist in planning, developing, implementing, and facilitating the district's equity plan, as well as providing training and coordination of all equity initiatives. The Director of Equity and Access will provide leadership and consultation for the development of the Local Control Accountability Plan (LCAP), ensuring equitable strategies are kept at the forefront of all LCAP goals in order to support equity and inclusion throughout the organization.

ESSENTIAL FUNCTIONS

- Serve as a resource to K-12 sites and administrators, as well as District office staff and the Board of Education to provide current knowledge issues pertaining to equity and access
- Serve as a consultant to cabinet on issues pertaining to equity and access
- Monitor implementation of the District's Equity goals and improvement policies and other initiatives designed to close the opportunity and outcome gaps
- Ensure students have equitable access to highly qualified teachers through the provision of quality professional development opportunities
- Facilitate provision of professional development in the areas of equity and diversity to increase levels of cultural awareness and cultural proficiency in all district systems and programs
- Collaborate and partner with Principals and school sites who are identified as needing technical assistance, differentiated assistance and/or intensive instructional intervention, in order to identify equity challenges and opportunities , as well as interventions for specific student groups
- Serve as a liaison and partner with organizations focused on equity, social justice, culturally responsive curriculum (i.e. universities, colleges, non-profit agencies, county department of education) for the purpose of leveraging relevant resources
- Monitor and compares program progress with baseline data and goals
- Analyze student achievement data to identify and replicate successful strategies and programs within the District that effectively address the needs of underserved students
- Collaborate with leaders of parent advisory councils to ensure equity issues are being addressed
- Collaborate with District office leaders for the purpose of planning meetings that ensure equity goals are being met across various departments and for the purpose of designing professional development opportunities that are aligned with the District's equity goals
- Collaborate and participate as a lead writer of the LCAP to ensure the plan is addressing equity
- Collaborate with the Personnel department for the purpose of identifying existing barriers and strategies to assure a diverse and culturally proficient workforce
- Provide leadership and assist in the development, implementation and evaluation of the district's TK-12 comprehensive school counseling program.
- Provide professional development on national and state standards for the school counseling profession, implementing a data driven comprehensive school counseling

program and developing counseling curriculum and effective school counseling practices.

- Coordinate with Student Support Services on the integration of mental health programs/services and intervention services for students.
- Assist in coordination of outside community resources for student and parents
- Provide professional input into the academic, college/career and social/emotional expectations district wide in effort to strengthen the district's multi-tiered systems of support
- Review and monitor budgets related to programs overseen
- Prepare reports, summaries, and analyses as requested by the Deputy Superintendent and district decision-makers
- Serve as a liaison to the District and county office in order to support college and career readiness initiatives, including College Kick Off, National College Signing Day, Race to Submit, and Equity Symposium
- Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions
- Facilitate and assist in the creation and implementation of the District's equity plan which articulates the district's vision for equity and access
- Coordinate and facilitate the district's equity task force
- Work to eliminate barriers to access and equity, allowing for rigorous education for all students
- Develop and implement programs to address disparities within the school district based on LCAP goals
- Diffuse potentially volatile situations
- Develop and maintain effective relationships with students, parents, staff and administration
- Follow written and oral direction
- Establish and maintain cooperative relationships with other employees and persons contacted through the course of work
- Participate in District in-service training as required
- Serve as part of the District's management team dedicated to the social, emotional and educational development of all students
- Maintain a high level of ethical behavior and confidentiality of information about students and staff
- Support and implement the District's Strategic Plan
- Promote equity and fairness and respect among all staff members
- Possess and utilize effective decision-making, problem solving and conflict management skills
- Implement and maintain multiple projects and deadlines
- Perform other duties as required

QUALIFICATIONS

Knowledge of:

- State and federal program regulations and guidelines related to assigned areas
- Applicable laws, codes, regulations, policies, operations and procedures

- Cultural Proficiency: Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities to meet the District's equity goals
- Multi-Tiered System of Support (MTSS)
- Comprehensive school counseling program
- Mental health service programs
- Best practices in providing professional development
- School and community resources
- A systematic thinker who understands how decisions impact the whole organization
- Normal school routines and practices
- Professional Learning Communities
- Current instructional theory and practice
- Current successful personnel management and educational leadership strategies
- Budget development, maintenance and monitoring
- Effective leadership and supervision practices
- Effective oral and written communication skills

Ability to:

- Analyze data
- Organize professional development
- Lead with an equity lens and use equity tools in meaningful ways
- Be an equity advocate, able to recognize, support and engage in dismantling institutional racism
- Demonstrate awareness of biases, internalized racial superiority and oppression
- Obtain and provide the District with a complete Department of Motor Vehicles (DMV) Vehicle/Vessel Registration (VR) Information Record upon request
- Complete a DMV Employer Pull Program - Authorization for Release of Driver
- Use good judgment in the application of District and school policies
- Perform effectively and efficiently in situations requiring tact, diplomacy and good judgment
- Communicate, enforce and apply District, state and federal rules, policies, procedures, standards, regulations and laws
- Communicate effectively in oral and written form, particularly with adolescent students
- Understand and carry out handwritten/typed documents and directions
- Relate effectively with racially and ethnically diverse staff, students and community members
- Demonstrate effective supervision skills
- Demonstrate effective communication and interpersonal skills, both written and oral
- Demonstrate strong scheduling and organizational skills
- Meet rigorous timelines and schedules
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports
- Analyze situations accurately and adopt an effective course of action

EDUCATION (degrees/licenses/credentials)

- Master's degree

- Valid California Administrative services credential or the ability to obtain one
- Recent training appropriate to position

CREDENTIAL(S)

- General or Standard Administrative Services Credential
- Valid California Teaching or Services Credential

EXPERIENCE

- Three years administrative experience
- Experience working with staff, parents and community in a program improvement setting

WORKING CONDITIONS

Environment:

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment: constant interruptions
- Outdoor environment: driving a personal vehicle to conduct work; visit school sites; travel to other organizations and companies; meetings and workshops

Physical Abilities:

- Pre-employment physical
- Hearing and speaking to conduct group training, exchange information in person electronically and on the telephone
- Ability to read printed matter and computer screens
- Ability to understand speech at normal levels
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Kneeling, bending at the waist, and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies
- Ability to lift and carry 30 pounds
- Ability to climb stairs, walk, and sit for extended periods of time
- Ability to climb a ladder for purposes of inspection when necessary
- Kneeling, bending at the waist and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies

EQUAL OPPORTUNITY EMPLOYER

Created 01/25/2021
Board Information Item