

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Equity, Inclusion, and Social Justice

DEFINITION

Under general supervision of the Executive Director of Equity, Prevention, and Intervention, the Coordinator for Equity, Inclusion, and Social Justice will provide leadership, planning, coordination, training, and support in the on-going development of an organization-wide infrastructure that supports equitable and inclusive working conditions, positive culture, and competencies both at the Sacramento County Office of Education (SCOE) and in support of Local Educational Agencies (LEAs) in Sacramento County.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical, and clerical staff as assigned.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Coordinates strategic engagement efforts to strengthen cultural competency within SCOE by increasing awareness and understanding of varying cultural identities, norms, and uniqueness among students and their families; prepares reports and presentations designed to build capacity of SCOE and in support of districts and schools in Sacramento County; identifies opportunities to build the capacity of SCOE leaders and staff members through intentional trainings that focus on relationship-centered, equity-forward professional learning opportunities through the coordination and development of research-based learning experiences that honor diversities; provides technical assistance, professional development, and coaching support to Sacramento County, educators, leaders, students, and/or families on issues related to diversity, equity, and inclusion; plans and coordinates educational trainings and presentations designed to increase cultural competence related to diverse groups across lines of race, ethnicity, religion, gender, socio-economic status, sexual orientation, disability, and other identities; establishes and maintains effective communications and working relationships among diverse groups of students, parents, District staff and departments, the community, and multi-faceted public and private agencies; promotes and supports the development of a diverse, equitable, and inclusive climate within SCOE and across Sacramento County LEAs partnerships; serves as a liaison to community and regional agencies/organizations; collects and analyzes data and evaluates the effectiveness of programs and initiatives; remains up-to-date on current and relevant research, best practices, and other pertinent policies that relate to or impact efforts related to Diversity, Equity, and Inclusion (DEI).

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Bachelor's degree in education or related field required; master's degree in education or related field preferred; at least four years of increasingly responsible experience in a public education or related setting, experience in the development, administration, and facilitation of meetings and community groups.

Knowledge of

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current trends and best practices regarding educational equity and meeting needs of diverse learners and staff; concepts of professional growth; education code; federal and state grants management; pertinent codes, policies, regulations, and/or laws; and budget preparation.

Skill and Ability to

Interpret highly technical information and perform multiple, complex, technical tasks; develop measurable goals and objectives, set priorities, prepare, monitor, and maintain budgets, and evaluate projects/programs towards achievement; select, train, supervise, and evaluate staff; provide direction and leadership; plan and manage multiple projects; gather, collate, classify, and analyze data; adapt to changing work priorities; deal with frequent and sustained interruptions; develop and maintain positive cooperative working relationships with individuals and groups; communicate effectively in both verbal and written form; facilitate communication between persons with divergent positions; present ideas and concepts clearly and concisely; comprehend and interpret laws, rules, and regulations, and policies pertaining to programs and services; implement change; maintain confidentiality; research, acquire, and evaluate appropriate data for effective problem solving and/or decision making; meet deadlines and maintain a busy schedule of activities, meetings, and events; operate standard office equipment and use standard software applications; maintain accurate records and prepare reports.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments; willingness to travel within the state as required.

Approved by Personnel Commission 7/13/21