

**Sacramento County Office of Education Job Description**  
**Classification Title: Executive Director – Equity, Prevention and**  
**Intervention, and Title IX Coordinator**

**DEFINITION**

Under general direction, provides leadership and technical assistance to Sacramento County Office of Education (SCOE) departments, Sacramento districts, and schools; organizes the management of programs and a system of resource alignment to assist districts in providing culturally relevant and responsive intervention, prevention, and student support which integrates special and general education services including but not limited to Social Emotional Learning (SEL), Positive Behavior and Intervention Systems (PBIS), Restorative Justice, and Trauma Informed Practices; promotes district participation in the design and development of a comprehensive system of transformational programs to meet student needs; develops and facilitates system-level learning and support as part of a continuous improvement process to ensure equity and access through the Local Control Accountability Plan (LCAP); supports continuous improvement efforts to districts in Differentiated Assistance (DA) for the purpose of improving outcomes for all students; and maintains effective communication and collaboration with program and policy level personnel in schools, districts, county, and state educational agencies, as well as other local and state agencies.

Coordinates the Sacramento County Office of Education's (SCOE) compliance with the requirements of Title IX of the Education Amendments of 1972, 20 U. S. C. §1681 – 1688 and its regulations.

**DIRECTLY RESPONSIBLE TO**

Assistant Superintendent, Educational Services

**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.)

Plans, develops, monitors, evaluates, and administers programs and projects related to Social Emotional Learning (SEL), Restorative Justice, Trauma Informed Practice, Positive Behavior Intervention Systems (PBIS), equity and school climate, drug, alcohol, and tobacco use prevention education, school safety, and coordinated health services for students; identifies and fosters connections between available resources and programs to best serve student needs; secures grants, state, and federal funding to ensure adequate and appropriate fiscal support for programs; works to assist in supporting youth leadership, including development of youth voice and shared decision making; assists in the development of program policies and procedures and oversees implementation and compliance; provides leadership for programs within the scope of Intervention, Prevention, and Student Support Services; promotes the development and implementation of an early identification system to meet student needs and connect families with available school and community-based resources; leads and coordinates DA activities across departments to improve outcomes for all students through technical support and assistance focused on equity and school climate regarding the DA process; creates long and short-term plans and addresses organizational objectives; provides technical expertise, information, and assistance in the development and implementation of county, district, and school-level services and programs; responds to inquiries from internal and external sources, identifies relevant issues, makes recommendations, and implements action plans; collaborates within and across departments and divisions on innovative projects; meets regularly and works collaboratively with district coordinators, school site personnel, and appropriate county and state educational representatives, as well as representatives from other state and local agencies; directs and participates in the development and implementation of policies and operating procedures; facilitates, participates, and presents information in meetings, workshops, trainings, and seminars; develops the annual preliminary budget, and ensures allocations are accurate, revenues are recorded, expenses are within budget limits and fiscal practices are followed; recruits, selects, trains, supervises and evaluates the

performance of assigned personnel; compiles and prepares required reports; performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Bachelor's degree in education or related field required; master's degree in education or related field required; at least four years of increasingly responsible administrative experience in a public education setting, experience in the development, administration, and monitoring of programs; working with state and/or federal categorical programs, 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; concepts of professional growth; education code; federal and state grants management; pertinent codes, policies, regulations, and/or laws; and budget preparation and control.

### **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 ; and willingness to travel within the state as required.

Revisions approved by Personnel Commission 1/12/21

Previous title: Executive Director – Equity, Diversity, Early Intervention, and Support Services

Approved by the Personnel Commission 2/18/20