

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR- EQUITY, DIVERSITY AND INCLUSION SUPPORT SERVICES

BASIC FUNCTION:

Under the direction of Director III – Inclusion Collaborative and in coordination with the Continuous Improvement and Accountability Department, the Coordinator will research, plan, design and implement technical support to both community and district partners to promote equity, diversity and inclusion, both locally and statewide. The Coordinator will utilize and expand on the Ways 2 Equity Playbook and other equity initiatives to develop, implement and lead equity-focused training, coaching, and resource development to support district partners, utilizing both in-person and online access that incorporates data driven supports. This position supports and provides equity consultation and technical assistance to the SCCOE Differentiated Assistance team; provides oversight and leads efforts to secure additional funding to enhance equity, diversity and inclusion; develops and leads a cadre of Equity Experts within the SCCOE and provides technical, specialized, consultative, advisory and planning services; serves as a technical resource and liaison to the Santa Clara County Office of Education and partners regarding equity, diversity and inclusive education at the local, State and national level.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Promotes equity, diversity and inclusion for SCCOE and its partners locally and statewide through the use of the Ways 2 Equity Playbook, including professional learning, training, coaching and technical assistance, to include both face-to-face workshops, keynote presentations, classrooms observations, virtual training, school visits and meeting with school site administrators.

Expands and markets the utilization of the Ways 2 Equity Playbook, including the incorporation of new and updated resources and tools; promotes its use both statewide and locally, including the continuation of the statewide Navigating Equity Professional Learning Network; partners and collaborates with both school districts and internal Santa Clara County Office of Education programs to promote equity by providing individualized training, coaching and technical assistance supporting their identified equity issues utilizing the Ways 2 Equity Playbook.

Supports the Continuous Improvement and Accountability department through collaboration, partnership, consultation and technical assistance with local districts to enhance equity, diversity and inclusion; provides coaching and other operational guidance to support an equity-focused approach.

Develops and implements additional equity resources and tool kits to support and enhance the Ways 2 Equity Playbook, utilizing data driven decision-making; supports both SCCOE and district teams to utilize a systematic approach in their equity, diversity and inclusion activities, incorporating continuous improvement; designs, pilots and evaluates innovative professional learning materials (at the resource, activity and workshop level); additional equity resources to include online course modules to support specific equity needs and tool kits to interpret data, make data-drive decisions, etc.

Collaborates with the Differentiated Assistance team to support districts using the lens of equity, diversity and inclusion; utilizes data, assists with continuous improvement efforts for individual districts and assists

with the development of individual action plans that focus on improving outcomes for marginalized students.

Develops and leads a cadre of Equity Experts within SCCOE to support and promote equity, diversity and inclusion to lead equity efforts both locally and statewide.

Identifies and seeks additional outside funding to promote and support equity efforts and activities that can be used to develop and implement additional equity resources, i.e. digital resources, tool kits, online courses, virtual and online equity coaching and technical assistance, etc.

Serves as a technical resource and liaison to the Santa Clara County Office of Education and partners regarding equity, diversity and inclusion at the local, State and national level.

OTHER DUTIES:

Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Core concepts of equity, diversity and inclusion and how to implement system-wide;

Core concepts and basic neuroscience of UDL;

Relationship of equity to teachers', schools' and districts' current curriculum and instructional practices;

Pedagogy of equity for students and historical knowledge of educational practices;

Reflective practice and its implication on continuous improvement;

K-12 curriculum and public-school environments;

Current trends and issues in California public education, including accountability systems and systems of support;

Training methods, program planning, instructional techniques, adult learning and group facilitation dynamics;

Collecting and assembling data and navigating software systems;

Applicable laws, codes, regulations, policies and procedures;

Oral and written communication skills.

ABILITY TO:

Work collaboratively as a member of a team;

Strong pedagogical and coaching abilities;

Superior communication skills including listening, demonstrating respect from differing opinions, clarity of expression and supporting reflective practices;

Research, develop, coordinate and assess staff development and planning;

Provide technical, specialized, consultative, advisory and planning services;

Provide direction and leadership to interpret data in the development and implementation of equity, diversity and inclusion supports;

Serve as a resource to SCCOE staff and partners;

Prepare comprehensive narrative and statistical reports;

Operate a computer and assigned office equipment;

Meet schedules and timelines;

Work independently with little direction;

Maintain records and files;

Organize and self-starting;
Interpersonal skills using tact, patience and courtesy.

SCCOE LEADERSHIP COMPETENCIES:

Develops and fosters effective individuals and teams;
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
Demonstrates emotional intelligence;
Models inclusive, effective, and authentic communication;
Applies knowledge of the intersectionality of race, equity, and inclusion;
Builds and sustains positive and trusting relationships;
Conducts operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Master’s degree in Education; ten or more years K-12 teaching/coaching/administrative experience specifically related to equity, diversity and inclusive settings; experience working with adult learners and familiarity with best practices in training and coaching adults; site principal experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Teaching or Pupil Personnel Services Credential
Valid California driver’s license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work
Evening or variable hours to attend meetings or conferences
Travel as needed

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentation; dexterity of hands and fingers to operate a computer keyboard; seeing to read a variety of materials; sitting or standing for extended periods of time.

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Larry Oshodi
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Approved: Larry Oshodi Date
Assistant Superintendent-Personnel Services

DocuSigned by:
Mary Ann Dewan
72890FFD1E52493 11/18/2021 | 8:47 AM PST

Authorized: Mary Ann Dewan, Ph.D. Date
County Superintendent of Schools