

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – STUDENT EMPOWERMENT & AWARENESS

BASIC FUNCTION:

Under the direction of an assigned supervisor, develops curriculum, resources and materials that can be used by Santa Clara County school districts in providing support for lesbian, gay, bisexual, transgender, and queer or questioning (LGBTQ) youth and allies; provides technical assistance and professional development to school districts by reviewing policies related to access and inclusion, diversity, creating safe spaces, preventing bullying and harassment on school campuses; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develops curriculum, resources and materials that can be used by schools to support LGBTQ youth and allies.

Develops resources and supports that can be used by schools to ensure completion of related curriculum and selection of instructional materials in compliance with The Fair Act.

Develops and facilitates professional development and programs for educators to promote access and inclusion of LGBTQ youth by creating safe school campuses.

Serves as a resource for school districts on best practices, national trends and needs in the areas of identity development, diversity, access, and inclusion; provides technical assistance to school districts to ensure compliance with state and federal policies.

Collaborates with inter-departmental teams to ensure that instructional staff integrate The Fair Act and LGBTQ issues in professional development offerings.

Develops resources to integrate LGBTQ/Pronouns/Identity in SCCOE initiatives like My Name My Identity MNMI); supports in integration of access and inclusive practices for LGBTQ youth within Positive Behavioral Interventions and Supports (PBIS) and Multi-Tiered Systems of Support (MTSS) framework.

Develops partnerships with State and County agencies to share information and resources.

Maintains and expands collaborative partnerships with LGBTQ youth serving agencies and community-based organizations.

Oversees the implementation of Out for Safe Schools program.

Develops and implements advocacy programs and tools for use at the local, county, or state level to address policies and legislation that discriminate based on sexual orientation, gender identity and/or gender expression.

Identifies, designs, and facilitates training related to experiences of LGBTQ communities and areas of disparity, including attending conferences, workshops, and/or trainings to maintain knowledge and connect to other collaborative efforts with similar goals or models for strategic engagement.

Coordinator – Student Empowerment & Awareness

Page 2

Builds and maintains partnerships in the community that enhance and strengthen resources available to participants throughout the greater Santa Clara County.

Plans programs, workshops and training sessions that promote goals and values of a diverse, engaged and inclusive spaces for students' community.

Prepares grant applications to secure funding for expansion of resources and assistance to youth and schools.

Prepares and maintains a variety of narrative and statistical reports, records and files related to assigned activities.

Participates in the development of the annual preliminary budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends a variety of conferences, departmental and interdepartmental meetings as assigned; provides expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Local and state guidelines and requirements related to The Fair Act;
California Department of Education (CDE) resources, policies, and guidance to support LGBTQ youth;
Subject matter experience in education and student services;
Multi-Tiered Systems of Support (MTSS) and Positive Behavioral Interventions and Supports (PBIS) framework;
Effective student engagement practices at a site and district level;
Collecting and assembling data to generate reports;
Budget preparation and control;
Oral and written communication skills;
Strong interpersonal skills;
Operation of a computer and assigned software.

ABILITY TO:

Interpret, apply and explain rules, regulations, policies and procedures;
Research and organize information;
Prepare comprehensive narrative and statistical reports related to assigned activities;
Provide technical, specialized, consultative, advisory, and planning services;
Serve as a liaison to districts, community agencies and the SCCOE;
Analyze situations accurately and adopt an effective course of action;
Work independently with little direction;
Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with others;
Operate a computer and assigned office equipment.

LEADERSHIP TEAM 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, trusting relationships;
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to master’s degree in education or related field and five (5) years of teaching or counseling experience; 2-3 years of school site administrative 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.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;
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.

DocuSigned by:
Khushwinder Gill
D9DB87354436427...

2/27/2025 | 10:10 AM PST

Approved:

Khushwinder Gill, Ed.D.
Assistant Superintendent-Personnel Services

Date

Revised 5/17/23: LT Competencies added.
Revised 2/27/2025: Job title change (LGBTQ+ District Resource and Support)