



Job Description

POSITION TITLE: Director III, Diversity, Equity, Inclusion and Access #6274
Student Programs and Services

SALARY PLACEMENT: Administrative Council Salary Schedule
Range 01

SUMMARY OF POSITION:

Under the direction of the Associate Superintendent of Student Programs and Services, the Director III creates, plans, and directs DEI initiatives, goals, and objectives throughout all the departments within San Joaquin County Office of Education. The Director III leads its team and additional managers in developing, planning, and implementing professional development, including but not limited to: training, coaching, and technical assistance for internal programs, school districts, and community agencies at the county and state level. The Director III implements and sustains strong collaboration between departments to ensure an open, diverse, and inclusive learning and working environment while monitoring, supervising, and evaluating the performance of assigned personnel; and performs related duties as assigned. Partner with appropriate entities to ensure diversity, equity and inclusion are well infused in the SJCOE's policies, processes, and academic systems, which drive these efforts creating an environment of equal voice and value, and accountability of action. The Director III is knowledgeable about state and federal mandates and serves on county, regional and state committees, as appropriate.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Masters Degree in Education or in a related field. Five years of increasingly responsible program administration experience in site or district-level settings, including supervisory or administrative responsibilities involving the improvement of educational programs. Experience successfully leading equity, diversity, inclusion, and/or cultural competency initiatives. Site or district leadership experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a valid California Administrative Services Credential. Experience working across all grade levels. Experience working with state curriculum development and professional development planning implementation in the areas of Diversity, Equity, and Inclusion.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Title IX regulations
- federal and state program regulations
- performance standards and policies applicable to the management and administration of assigned programs
- principles and practices of administration, supervision, and training
- applicable laws, codes, regulations, policies, and procedures
- assigned software

Ability to:

- oversee, prepare, and manage budgets
- plan, organize and direct diversity, equity and inclusion programs throughout the county and state
- direct, develop and implement diversity, equity and inclusion program goals, strategic plans, objectives, policies, and procedures
- oversee, facilitate, plan, develop, implement, and maintain community partnerships with school districts, early childcare programs, and community and state agencies
- direct the development, planning and implementation of professional development
- supervise and evaluate staff
- operate a computer

Possess:

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties
- excellent interpersonal skills
- social and emotional intelligence in the demonstration of intentional and strategic leadership driven by data, research, and promising practices to systematically address educational equity gaps

DISTINGUISHING CHARACTERISTICS:

The Director III represents Range 01 of the Administrative Council Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences to present material and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interprets applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopts an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed.
12. Maintain full knowledge of budgets and provide supervision of the fiscal functions.
13. Forecast and identify important on-going trends and long-term planning for the DEI work at SJCOE and the organizations we serve.
14. Oversee and direct training programs on a variety of subjects related to supporting inclusion in early environments, schools, and the community.
15. Oversee the design and coordination of the Inclusion Collaborative website and marketing materials including training flyers and brochures.
16. Maintain current evidence-based practice information to support trainings and programs at local and state level.
17. Direct the maintenance of a variety of reports, records and files related to assigned activities.
18. Provide technical expertise, information, and assistance to SJCOE's administrative council and managers.
19. Prepare comprehensive narrative and statistical reports.

20. Provide leadership to staff and outside consultants to implement a self-assessment process utilizing established federal protocols; compile, review, analyze and evaluate outcomes and results and develop informational reports and action plans; present to the County Board of Education.
21. Oversee, facilitate, and organize special events, including the Equity Management trainings, department meetings, strategic planning meetings; create agendas and maintain minutes of meeting as required.
22. Design and implement new professional learning programs responding to the changing needs of school leaders.
23. Empower and leverage the SJCOE Equity Leadership Team to effectively elevate diversity, equity, and inclusion work across the organization and in the community.
24. Coordinate and facilitate professional development opportunities for staff to build internal capacity across departments in collaboration with staff to support a workplace that fosters inclusiveness, a culture where diversity is valued, as well as a space that yields equitable outcomes for all staff.
25. Other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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