

SEQUOIA UNION HIGH SCHOOL DISTRICT
Job Description

JOB TITLE	Teacher on Special Assignment: Equity, Diversity, and Inclusion Coach
ADMINISTRATIVE RELATIONSHIP	Under the general direction of the Assistant Superintendent of Education Services or designee.
CLASSIFICATION	Certificated
REQUIREMENTS	<p>Experience: Five years of public school counseling experience in a secondary setting.</p> <p>Education: A Bachelor’s degree from an accredited college or university</p> <p>Certification: Valid California teacher credential</p> <p>License: Possession of a valid California driver’s license.</p>
SALARY SCHEDULE	Certificated Salary Schedule
WORK YEAR/HOURS	187 Days
LOCATION	Various
BOARD APPROVAL	May 25, 2022

BASIC FUNCTION
<p>Under the general supervision of the Assistant Superintendent of Education Services or designee, the Equity, Diversity, and Inclusion (EDI) coach performs a variety of tasks to assist in coordinating the successful implementation of equity initiatives, programs, and curriculum as aligned with SUHSD goals. The EDI Coach coordinates the delivery of professional development opportunities for assigned school personnel as it relates to diversity strategies and techniques for assessing and increasing student achievement. The EDI Coach assists in developing multicultural strategies for instruction and participates in the implementation of equity, diversity, and inclusion initiatives.</p>

DISTINGUISHING CHARACTERISTICS
<p>Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.</p>

ESSENTIAL FUNCTIONS

- Collaborates with community, district, county office of education, and stakeholders to develop, implement and monitor programs designed to ensure fair and equitable treatment of individuals.
- Develops, implements, and monitors programs and processes that promote and sustain diversity and equity.
- Coordinates school site affinity group structure, content, and evaluation in collaboration with school sites.
- Designs, coordinates, and/or facilitates diversity and equity workshops, presentations, learning opportunities, and other strategies that promote diversity, equity, and inclusion.
- Reviews, recommends, and implements policies, regulations, and procedures that address issues of disproportionality, diversity, and cultural competency.
- Develops mutually beneficial relationships and partnerships with community organizations that surround issues of equity.
- Provides assistance, advice, coaching, and consultation to schools, community organizations, and local government regarding cross-cultural competency, as well as policies and practices from the lens of diversity and equity.
- Coordinates data collection, entry, and reporting processes relative to equity work and practices. Uses data to monitor and report progress in areas impacted by disproportionality.
- Investigates and recommends alternative programming options for students at promise of failure and/or not graduating.
- Develops sustainable practices that work to maintain high achievement and eliminate the racial and economic predictability and disproportionality that occupy the lowest and highest achievement categories.
- Develops, coordinates, and leads equity, diversity, and inclusion consistent with the strategic planning to include the facilitation and inclusion of community stakeholders.
- Assists in improving community-wide engagement with diverse populations.
- Assists in pursuing grant opportunities in the area of equity, diversity, and inclusion.
- Monitors budget and financial activities for grant funding.
- Coordinates and facilitate equity audits.
- Serves as coordinator and liaison to problem-solving teams as they build support for improvement plans based on aggregated achievement and behavior data.
- Convenes and facilitates equity committees to assist with cultivating district-wide expertise to eliminate achievement, and equity gaps, and develop proactive ways of building a more equitable system.
- Serves as a coordinator and liaison with the higher education institutions, municipalities, and community organizations to help provide common understandings and elements related to diversity, equity, and inclusivity in the community.

KNOWLEDGE OF:

- Knowledge of current research on racial equity/social justice, theory, coaching, and best practices for providing equitable educational programming leading to closing existing achievement gaps. Knowledge of change process and reform efforts at national, state, and local levels.
- Ability to assess the district's capacity to operationalize equity/social justice practices.
- Ability to make adjustments to ensure equity/social justice practices are implemented district-wide according to SUHSD's equity goals.
- Knowledge and experience in providing professional development or coaching in the areas of equity, multicultural education, and the ability to address how race, class, sex, and other forms of

bias impact schools and the achievement and experience of students.

- Ability to seek multiple perspectives, engage in research, and facilitate difficult conversations.
- Ability to read and analyze student achievement data with a focus in identifying patterns with an equity focus. Demonstrated ability to work collaboratively with educational leaders and diverse members of the school community.
- Ability to organize and manage multiple projects and tasks.
- Academic, social, and behavioral characteristics of secondary level students.
- Socio-economic and cultural backgrounds of SUHSD students.

ABILITY TO:

- Serve as a community liaison with outside agencies to cultivate partnerships focused on closing equity/achievement/graduation gaps.
- Assist in annual report production, including the “state of the district” relative to student growth, interventions, and equity data.
- Assess and monitor program effectiveness and keep administration informed of equal opportunity progress and issues through periodic reports.
- Support school staff to implement family engagement initiatives including family listening sessions.
- Provide analysis of legislation and regulations related to equity and Title IX, and make recommendations to the Cabinet on district policy and practice.
- Work with equity, diversity, and inclusion-related advisory and action committees on strategies that promote a place of inclusion, equity, and multiculturalism.
- Assist Human Resources Director in identifying and participating in recruitment opportunities to attract a more diverse pool of candidates for all job openings.
- Mediate equity complaints.
- Perform decision analysis that requires the application and interpretation of data, facts, procedures, and policies
- Work with online systems and technology
- Provide appropriate and effective interventions for students
- Implement research, collect and analyze data, and report preparation
- Suggest appropriate and effective interventions for pupils from a diverse population
- Identify and connect schools with innovative and creative opportunities to prepare students for college and career readiness
- Work independently
- Make decisions in the best interest of students
- Organize tasks, set priorities and meet deadlines, manage multiple tasks
- Communicate effectively in writing and verbally
- Facilitate conversations about work as it relates to district goals

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Work at a desk and in meetings of various configurations.
- Read a variety of materials and computer screens, and prepare/process documents
- Operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Communicate so others will be able to clearly understand a normal conversation.
- Understand speech at normal levels.
- Bend, twist, stoop, and reach.

- Push, pull, and transport instructional and presentation materials.
- Drive a personal vehicle to conduct business.
- Hearing and speaking to exchange information and make presentations. Sitting or standing for extended periods of time.