

**SAN MATEO COUNTY OFFICE OF EDUCATION  
EXECUTIVE DIRECTOR, EQUITY, SOCIAL JUSTICE, AND INCLUSION**

**JOB SUMMARY:**

Under the direction of the County Superintendent of Schools, oversee and advance efforts to increase organization-wide commitment and alignment to SMCOE's anti-racist paradigm and provide leadership that works to dismantle educational inequities that exist locally, regionally, and across the state. The qualified candidate exemplifies trauma-informed and empathic leadership and has experience working as part of a team that has changed outcomes for youth who have been historically underserved by the education and other systems. The candidate will further demonstrate a commitment to the belief that all students, regardless of circumstances, can meet high expectations and achieve educational outcomes that can lead to future success.

The Executive Director of Equity, Social Justice, and Inclusion must have a capacity for teamwork and for developing sensitive working relationships with all stakeholders including SMCOE staff, district leaders and educators, community partners, and families with the ability to thoughtfully manage the personal, political, and institutional dynamics related to anti-racism. The qualified candidate will be a self-starter with strong communications skills and have a deep concern and compassion for people that celebrates differences as a way to ensure academic and social success for all students.

**ESSENTIAL DUTIES:**

- Accelerate advancement toward the goal of promoting equity in education and eliminating opportunity and access gaps
- Employ best practices in change management and organizational development for the purpose of supporting SMCOE in its efforts to be an antiracist organization and improve educational outcomes for all students
- Collaborate with Cabinet leadership to oversee the implementation of the agency's Strategic Plan as it relates to promoting equity and SMCOE's identity and role as an antiracist organization
- Coordinate with all departments and divisions to build a common understanding of equity; leverage division expertise and resources for the purpose of responding to district and school equity requests
- Act as a resource, guide, and strategic planner to advance SMCOE in its efforts to be a more inclusive community -- one that values a diversity of perspectives, traditions, ideas, and contributions
- Create, develop, promote, and support curriculum aimed at teaching and learning to think critically about cultural diversity, equity, anti-racism, social justice, inclusion, and ethnic studies
- Provide in-service and professional development for teachers, principals, district administrators, and other personnel, both certificated and classified
- Research and analyze significant educational changes, trends, and regulations related to equity, school improvement, educational reform, and special services, and present recommendations to stakeholders to improve curriculum, instruction, and assessment to support greater equity and achievement

- Develop high leverage approaches to professional development to ensure all SMCOE staff increase their cultural proficiency and enable staff to align around the key tenets of the agency's equity goals
- Offer gap-closing services to educational partners, and collaborate with educational leaders and community groups to achieve SMCOE's goals
- Provide technical expertise, information and assistance to the Superintendent or designee (formulation and development of policies, procedures, and programs; identification of resource needs; establishment of appropriate service and staffing levels and allocate resources) for the purpose of developing and implementing services and programs and achieving operational goals
- Collaborate with Human Resources staff for the purpose of identifying existing barriers and strategies to assure a diverse and culturally proficient workforce
- Compile data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with various policies and procedures, and/or monitoring program components
- Use data, assessments, and other analytical tools to measure progress toward achieving equity goals
- Serve as a liaison with community partner organizations focused on equity, social justice, and inclusion and leverage relevant curricular and instructional resources
- Monitor progress on equity and inclusion goals and regularly report to the Superintendent, Governing Board, executive staff and community partners
- Lead special projects and support other duties as assigned

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- The complexity and multiple dimensions of diversity, inclusion and equity, including but not limited to – age, class, culture, disability, ethnicity, gender, nationality, race, religion, sexual identity, sexual orientation and socioeconomic status
- Diversity, inclusion, and cultural competency training programs
- Community relations that support developing relationships with underserved/ underrepresented communities, communities of color and LGBTQ families
- Effective teaching and learning theory and strategies, including strategies for adult learners
- Conflict resolution and ability to manage discomfort and tension that may arise when addressing issues of race and other disparities

### **Skills and Abilities:**

- Proven ability to work with sensitive and confidential information
- Ability to develop and sustain relationships with a wide range of stakeholders, e.g., parents, students, community organizations, faculty/staff
- Ability to research, identify, and implement best practices of equity, diversity, accessibility, and inclusion
- Experience as a proven problem-solver, critical thinker and change agent, adapting to new situations and challenges with determination and positive approaches

- Experience in shared leadership models with ability to draw on strengths of all SMCOE staff, regardless of title or position

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in job-related area
- Master's degree in job-related area
- Three (3) years of job-related experience in education, higher education, adult education, or in organizations that directly partner with education
- Site, district, or executive level leadership preferred
- Experience coordinating programs and services for culturally-linguistically diverse students and working effectively with students, teachers, and administrators at all levels
- Experience leading equity, diversity, inclusion, and/or cultural competency initiatives
- Experience working with state or regional educational equity initiatives or state curriculum/instruction projects
- Experience in leading data-driven decision-making

**LICENSES AND OTHER REQUIREMENTS:**

- CA Driver's License
- Valid Administrative Services Credential (or willing to pursue)

**PHYSICAL ABILITIES:**

- Use and manipulate a computer keyboard and other office equipment
- Read a variety of materials