

# **Sacramento County Office of Education Job Description**

## **Classification Title: Coordinator, Inclusive Practices and Systems**

### **DEFINITION**

Under general supervision, provides leadership, planning, coordination, training, and support in the on-going development of an organization-wide infrastructure that supports equitable and inclusive working conditions, positive culture, and competencies both at the Sacramento County Office of Education (SCOE) and in support of Local Educational Agencies (LEAs) in Sacramento County.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

Professional, technical, and clerical staff as assigned.

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Coordinates strategic engagement efforts to strengthen inclusivity and belonging both within SCOE and regionally, by increasing awareness and supporting the implementation of inclusive practices within integrated systems; prepares reports and presentations designed to build capacity of SCOE and in support of districts and schools in Sacramento County; supports leaders and staff members in developing the capacity to fulfill SCOE's mission and vision through intentional professional learning sessions, convenings, and events; develops and facilitates relationship-centered, equity-forward professional learning opportunities using research-based practices, tools, and frameworks that honor individual diversities; provides technical assistance, professional development, and coaching support to Sacramento County educators, leaders, students, and/or families on creating and sustaining inclusive and equitable systems; plans and coordinates educational trainings and presentations designed to increase cultural intelligence related to diverse groups across race, ethnicity, religion, gender, socio-economic status, sexual orientation, disability, and other identities; establishes and maintains effective communications and working relationships among diverse groups of students, parents, district staff and departments, the community, and multi-faceted public and private agencies; works across SCOE departments, programs, and Sacramento County LEA partnerships to promote and support the development of an inclusive and accessible climate; serves as a liaison to community and regional agencies/organizations; collects and analyzes data and evaluates the effectiveness of programs and initiatives; remains up-to-date on current and relevant research, best practices, and other pertinent policies that relate to or impact efforts focused on equitable, inclusive, and integrated systems.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Bachelor's degree in education or related field required; master's degree in education or related field preferred; at least four years of increasingly responsible experience in a public education or related setting, experience in the development, administration, and facilitation of meetings and community groups.

#### **Knowledge of**

Current trends and best practices regarding educational equity, inclusive practices, and meeting needs of diverse learners and staff; concepts of professional growth; education code; federal and state grants management; pertinent codes, policies, regulations, and/or laws; budget preparation.

**Skill and Ability to**

Interpret highly technical information and perform multiple, complex, technical tasks; develop measurable goals and objectives, set priorities, prepare, monitor, and maintain budgets, and evaluate projects/programs towards achievement; select, train, supervise, and evaluate staff; provide direction and leadership; plan and manage multiple projects; gather, collate, classify, and analyze data; adapt to changing work priorities; deal with frequent and sustained interruptions; develop and maintain positive cooperative working relationships with individuals and groups; communicate effectively in both verbal and written form; facilitate communication between persons with divergent positions; present ideas and concepts clearly and concisely; comprehend and interpret laws, rules, and regulations, and policies pertaining to programs and services; implement change; maintain confidentiality; research, acquire, and evaluate appropriate data for effective problem solving and/or decision making; meet deadlines and maintain a busy schedule of activities, meetings, and events; operate standard office equipment and use standard software applications; maintain accurate records and prepare reports.

**Other Characteristics**

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments; willingness to travel within the state as required.

Approved by Personnel Commission 9/10/24  
Former Title: Coordinator, Equity, Inclusion and Social Justice  
Approved by Personnel Commission 7/13/21