

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CERTIFICATED MANAGEMENT POSITION

JCN: 192  
EXEMPT

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### DIRECTOR – INCLUSIVE PRACTICES

#### **BASIC FUNCTION:**

Under the direction of the Executive Director, Curriculum and Instruction (C&I) , plan, develop, lead and oversee the operation, and activities of the Inclusive Practices team for the Office of the Fresno County Superintendent of Schools (“FCSS”); collaborate with the FCSS and Fresno County school districts to support social and academic achievement and increase educational outcomes of underrepresented student groups; provide information, culturally responsive curriculum, professional learning opportunities; represent the FCSS as a facilitator, liaison, and resource, both internally and externally; direct and participate in the development and implementation of local policies and state and federal regulations, supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

- Analyze and utilize student academic data, including but not limited to the English Language Proficiency Assessment for California (“ELPAC”), California School Dashboard, site-level data, and classroom formative assessment data, to create and/or collaboratively develop equity-based systems for teaching and learning; facilitate instructional discussions.
- Coach the FCSS, school districts, educators, administrators, and community partners to develop and implement culturally responsible learning environments to better meet the academic learning needs of underrepresented youth.
- Collaborate with the FCSS, school districts, educators, administrators and community partners on inclusion, equity, social justice, curriculum, and instruction to leverage relevant curricular and instructional resources.
- Coordinate and calibrate with internal FCSS departments to maintain an organized and uniform approach to inclusive practice work with districts in Fresno County.
- Coordinate staff and student affinity groups to support a more inclusive environment.
- Develop and oversee budget development and grant funding to maximize resources and services for student populations including, but not limited to, Multi Language Learners, special education, students of color and LGBTQ+; evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Develop, oversee, and implement a comprehensive equity, diversity, and inclusion (EDI) roadmap that aligns with the FCSS Strategic Plan objectives and goals; partner with Human Resource teams to support the development and implementation of inclusive practices and strategies to attract, hire, and maintain a diverse workplace.
- Direct and oversee the creation of curriculum modules tailored to cultural responsiveness for the FCSS and school districts, enhancing expertise in curriculum and instruction to promote educational equity.
- Oversee and direct the coordination of staff development activities for the FCSS, schools and districts; collaborate with the FCSS, superintendents, administrators, principals, and others to identify areas of improvement and to develop procedures and curriculum for enhancements.
- Plan, coordinate, and communicate with school districts, educators, administrators, personnel, and community partners to implement specialized activities and programs in support of schools and districts through county, state and federal grants related to equity and inclusion initiatives; collaborate with legal agencies to ensure program compliance as required.

- Plan, organize, control, and direct the operations, activities within the Inclusive Practices Department; manage and direct overall program activities including staff supervision, meetings, events and other related activities; monitor activities for compliance with established policies, procedures, rules and regulations.
- Provide leadership in planning, scheduling, reviewing, developing, implementing, and evaluating programs, student learning outcomes, and services related services; collaborate with school site principals to support the individual school program and initiatives and whole district efforts.
- Represent the county office at local, regional, state, and federal meetings, conferences, in-services, boards, councils, and events regarding education equity, diversity, and inclusion.
- Respond to inquiries by FCSS and district administration and staff; determine best possible manner to approach and resolve concerns/suggestions; work to provide positive, collaborative public relations and represent the county office by consistently maintaining cooperative and effective working relationships with others.
- Review and assess current practices and policies to the extent they support or hinder the organizations' equity goals; support the FCSS, school districts and school leaders in creating more equitable services, practices, and policies.
- Serve as a liaison and facilitate professional learning, workshops, and seminars to share best practices, identify issues, develop recommendations, disseminate curriculum, and support the FCSS, school districts, educators, administrators, and community partners; advocate for curriculum and pedagogy changes that embraces culturally responsive curriculum and effective pedagogical practices to advance educational equity.
- Serve as a resource to the FCSS, school district staff and committees regarding equitable access and opportunities for all students.
- Understand and identify barriers within classroom instructional practices that lead to disproportionate outcomes for historically underrepresented youth; provide recommendations and support to school districts, educators, administrators, and community partners with the goal of addressing these challenges.
- Interview, select, supervise, and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements, and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations.
- Collaborate with assigned supervisor, directors, and administrators who plan courses of study to be used in California public and/or charter schools, and/or research connected with the evaluation or efficiency of the instructional program; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Examine, select, and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.

- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility, and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Challenges associated with achievement and opportunity gaps, along with strategies and approaches to meet the needs of ethnically, culturally, and linguistically diverse students.
- Current research trends and best practices related to education equity, diversity, and inclusion.
- Legislation at the local, state, and federal levels pertaining to schools, employment, and protected classes.
- Matters concerning diversity, cultural proficiency, and equity policies.
- Program review, student learning outcomes, and service evaluation processes.
- Strategies for building school district capacity to identify and address equity challenges and to create high-performing schools with equitable access to high quality education for all students.
- Trends, challenges, and initiatives in curriculum, instruction, assessment, and equity-related matters.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Collaborate with diverse individuals and groups.
- Collect, analyze, and interpret data for use in statistical calculations and reporting to meet federal and state requirements in the area of equity, diversity and inclusion.
- Design and implement equity policies, programs, and initiatives.
- Exercise diplomacy when interacting with educators and community members.
- Foster an environment of equity and inclusion.
- Maintain confidentiality.

- Make presentations and deliver in-services in education equity, diversity, and inclusion.
- Organize and lead cultural competency initiatives.
- Prepare comprehensive narrative and statistical reports.
- Remain current in rules, regulations and legislations that pertain to education equity, diversity, and inclusion.
- Serve as a liaison between administrators, educators, and diverse cultural groups.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

#### **EDUCATION AND EXPERIENCE:**

##### **EDUCATION:**

- Bachelor's degree.
- Master's degree preferred.

##### **EXPERIENCE:**

- Five years increasingly responsible experience designing, coaching, delivering culturally responsive curriculum and instructional supports.

#### **LICENSURE AND OTHER REQUIREMENTS:**

- Valid teaching and/or service credential.
- Valid California Administrative services Credential.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Regular interruptions.
- Small and large group meetings.

##### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.

- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 03/08/2024