



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## All Youth Achieving

Local District South

### **DIRECTOR, EQUITY**

#### **44G (School Support Administrator, 0515)**

The director will ensure that all students, including those in specialized populations including - special education, English learners (ELs), standard English learners (SEL), foster and homeless youth, and gifted and talented students - are appropriately identified, monitored, and receive equitable access to resources so they reach their full potential in the school environment. The director will ensure there are comprehensive, instructionally effective, and compliant programs that accelerate the academic achievement for students in specialized populations. Under the direction of the local district superintendent, the director will work collaboratively with administrators, directors, program coordinators, content area instructional coaches, and other staff to develop systems and procedures to identify, monitor, and develop interventions; and support students within specialized populations. The director will also be responsible for managing the Local District Help Desk and will track customer service issues and be responsible for the timely resolution of issues or complaints. The director will maintain records by updating and reviewing account information and will work toward resolving service problems by clarifying the complaint; determining the cause of the problem, selecting and explaining the best solution to solve the problem; and following up to ensure resolution.

#### **Primary Duties/Responsibilities:**

- Leads a multi-disciplinary team of professionals tasked with ensuring equity across the community of schools by creating opportunities for collaboration, providing professional development that addresses barriers to learning, and guiding school personnel tasked with counseling, programming, discipline, and supervision.
- Oversees assistance provided and leads collaboration with local providers to ensure the community of schools and schools have access to group and family treatment targeting students who are at risk of school failure due to social, behavioral, and emotional challenges using evidence-based or evidence-informed practices.
- Plans, coordinates, and participates in multi-disciplinary teams, including Coordination of Services Team (COST), Student Support and Progress Teams (SSPT), Resource Coordinating Council, School-Wide Positive Behavior Support (SWPBS), and other activities.
- Collaborates with local providers to ensure that the community of schools has viable and sustainably compliant systems of service delivery for students with disabilities.
- Oversees the coordination of services for students within specialized populations.
- Provides opportunities and guides community of schools to develop programs that promote ethnic and cultural proficiency.
- Provides guidance to the District, local districts, the community of schools, and school sites in establishing inter-agency memoranda of understanding, contracts, and operating agreements; guides implementation of school programs through detailed development of service delivery applications and site delivery plans.
- Collaborates with District and local district personnel in compliance and quality assurance efforts aimed at ensuring that contracting standards and guidelines are followed by contractors rendering health, mental health, and social services to District students and families.
- Supports the integration of the school-based health and wellness with other District and Student Health and Human Services initiatives.
- Advocates for parent engagement in the educational process and supports parent education programs.
- Manages the School Support Service Desk at the local district and monitors that schools are being provided efficient, high-quality services and resources for students and families.
- Supervises the selection and processing of materials used in the curriculum or provides curriculum implementation assistance for the community of schools.
- Conducts or plans school-site workshops for instructional and support staff.
- Develops, with the participation of teaching staff, innovative programs to expand student opportunities for inclusion, academic enrichment, and growth.
- Collaborates with staff providing mental health consultation to develop strategies for classroom management, designing and monitoring behavior contracts, and positive behavior support planning and implementation.
- Performs other duties as assigned.

*The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.*



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### Salary: 44G, (School Support Administrator, 0515) – E Basis (\$106,455 – \$132,752) – 234 paid days

- In the case of an annualized employee who is changing basis during the year, this change may result in an annualized "settlement" (i.e., the process by which the District resolves an under or overpayment).
- For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.
- Selected individual may be subject to displacement due to budget limitations.
- **This position is deemed certificated under Education Code Section 44065, but may not qualify for "creditable service" under Education Code Section 22119.5 for CalSTRS benefits. However, if the candidate chosen for the position is already a CalSTRS member, he/she can fill out an election form to remain in CalSTRS and thereby obtain CalSTRS credit for this service.**

### Minimum Requirements:

- At least eight (8) years of successful, full-time public school service in a certificated position(s), no fewer than two (2) years of which must have been in a position(s) requiring the Administrative Services Credential
- A valid California Administrative Services Credential
- An earned master's degree or advanced degree of at least equivalent standard conferred by a regionally-accredited college or university
- Completion of required Multicultural Education and Master Plan coursework\*

Employees who have been issued a below standard Performance Evaluation, or Notice of Unsatisfactory Act(s) and/or Suspension shall be ineligible for application to any promotion process for one calendar year following the issuance of such a Notice.

*\*Applicants have one year to complete this requirement.*

*NOTE: All minimum requirements must be met on or before the filing deadline. It is the applicant's responsibility to ensure that appropriate documentation is on file with Human Resources. For additional information, please call (213) 241-6886.*

### Desirable Experience/Qualifications:

- Sensitivity to and understanding of the needs and physical, intellectual, social, and emotional growth of all specialized student populations
- Knowledge of the principles and techniques utilized to address the physical, intellectual, social, and emotional needs of students
- Knowledge and experience in teaching English learners (EL), students with disabilities, foster youth, homeless youth, and gifted and talented students
- Knowledge of and experience in collaborative planning, delivery of instruction, and differentiated professional development
- Knowledge of Multi-Tiered System of Supports (MTSS) to promote access to core and ELD proficiency
- Knowledge of and ability to conduct peer coaching or mentoring for instructional staff
- Knowledge of and experience with MyData, MiSIS, and other District reporting and tracking systems
- Knowledge of District policies and procedures, goals and objectives, and organizational structures and functions
- Knowledge of client-oriented services and support to school sites in order to maximize opportunities for teaching and learning
- Knowledge of the principles of public relations and the ability to establish and maintain effective relationships with elected officials, District administrators, members of public and private organizations, union officials, and employees
- Leadership skill in facilitating group processes, including consensus building and conflict resolution
- Ability to use technology as an instructional tool and for data collection and analysis for reporting and to promote academic proficiency for specialized populations
- Ability to plan, organize, and direct complex technical operations involving coordination of efforts of multiple specialized units
- Ability to make challenging decisions, remain professional under stress, and possess exceptional judgment
- Ability to build collaborative relations with a broad variety of constituent groups, including both internal and external partners
- Ability to work effectively with students from all racial, ethnic, linguistic, disability, and socioeconomic groups
- Ability to make formal, public presentations
- Ability to compose and comprehend written communications
- Ability to travel to other sites and locations
- Mobility to respond to emergency situations



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### Application Procedure:

To be considered for this position, qualified applicants must submit the following application materials online at the link below:

1. Letter of interest that describes qualifications for this position and successful experience in the following areas:
  - Designing strategies to address the needs of all students
  - Coordinating the analysis and synthesis of data to drive an instructional improvement
  - Assessing student needs and leveraging available resources based on data to strengthen programs and improve outcomes.
2. Current résumé (include employee number, if an LAUSD employee)
3. List of three references that includes the current and next most recent supervisor(s) with their contact information. References will be verified for all applicants who are finalists for the position.

Applicants are advised that meeting the stated minimum requirements does not ensure an invitation to an interview.

Applicants must submit all application materials online at the following link: <http://bit.ly/lds-equity-director-1906>.

**DEADLINE: JUNE 18, 2019 – 5:00 p.m.**

***All application materials must be received by the filing deadline.***

**MATERIALS SENT BY FAX, EMAIL, SCHOOL MAIL, OR U.S. MAIL WILL NOT BE ACCEPTED.**