



## INSTRUCTION OPERATIONS COORDINATOR: REGIONAL EQUITY MANAGER Supporting the Office of Equity, Inclusion and Instruction

---

### Position Summary

The Instruction Operations Coordinator (IOC) is responsible for organizing, directing and coordinating operations for a complex district level department. It relieves department administrators of operational tasks and concerns that would impede their carrying out the responsibilities of instructional leadership. The IOC oversees the operational work of the department, especially that of administrative support, to ensure that the department operates in ways that are equitable, cost-effective, and efficient.

The IOC also provides executive administrative support to department directors, building principals, as well as to other department administrators. The IOC represents the department to other departments and buildings throughout a region and ensures that their processes, priorities, and policies in regards to equity, inclusion, and instruction are done accurately, efficiently and in a timely manner.

### Supervisory Relationship

This position reports to the department directors within the Office of Equity, Inclusion and Instruction Department. The IOC oversees and streamlines the work of the department's support staff in each Region where they are assigned. He/she does not have supervisory responsibilities to evaluate staff but may provide relevant input to building and department administrators to support the process.

### Essential Functions

1. Develops, plans, and implements goals for department operations. Develops strategic plans for organizational effectiveness and delivery of services. In collaboration with other staff, leads and monitors the development and implementation of changes and improvements to department operations, including policies and procedures. Fosters analytical thinking and creativity among staff for ways to deliver department services.
2. Monitors department workload to ensure equitable workloads amongst support staff. Ensures staff receives training to meet work demands and deadlines and increased performance at high levels. Attends to strengths and needs of individual staff members.
3. Assists in facilitating the resolution of staff complaints and/or conflicts--especially areas related to diversity, inclusion, equity, and race.
4. Provides and maintains communication, both formal and informal, among department staff and from the department to others within the district and in the community.
5. Makes decisions, when appropriate, or assists department administrators when responding to citizen inquiries and/or complaints.
6. Oversees department filing and archival systems.
7. Provides executive level, confidential administrative assistance to the department's directors and building principals, including but not limited to composing written communications, researching issues or collecting data, recording minutes at meetings, responding to phone calls and emails, maintaining schedules, and making logistical arrangements for meetings and travel.

8. Provides administrative support to designated department programs, committees, and operational functions (e.g., Athletics & Activities, curriculum, K-12 Regional Learning Communities, Instructional Leadership Team, etc.).
9. Performs all other duties as assigned.

## **Required Knowledge, Skills and Abilities**

### Knowledge of:

1. Current principles and practices for organizational administration, development, change, functions and services.
2. Practices and techniques of effective project management.
3. Standard best practices for office operations, including those in budgeting, purchasing, data management, document formatting and preparation, filing and retrieval systems, inventory maintenance, phone etiquette, and public relations.
4. Principles and practices of staff development for a complex department.
5. District and state policies, rules, and regulations.
6. Instructional trends and best practices for teaching and learning, and operational issues for district schools and classrooms.
7. Strategies to enhance instructional directors' ability to focus on instructional leadership and support to principals.
8. Strategies for assisting department staff with retaining focus on their job duties while providing services in support of Instruction Department goals.
9. Word processing, spreadsheet software, presentation software.
10. Systems the district uses, including Lawson, Zimbra, eSIS, and AESOP systems.
11. Correct English usage, grammar, punctuation, and spelling.
12. Best practices in equity, diversity, and inclusion.

### Skills and Ability to:

1. Ability to establish a work environment that is notably respectful, efficient, productive, equitable, and with opportunities for continuous improvement.
2. Ability to effectively lead, facilitate, and coordinate work groups.
3. Ability to communicate effectively orally and in writing. Prepare and deliver effective presentations.
4. Ability to design, develop and edit online sites and pages.
5. Ability to manage multiple tasks and projects.
6. Ability to input data in an identified work processor efficiently and accurately.
7. Ability to operate standard office equipment.
8. Ability to work effectively with diverse populations and groups of people.

## **Minimum Qualifications**

### Education

- Bachelor's Degree in Business Administration, Public Administration, Education, Multicultural Studies, or related field is preferred.

### Experience

- Minimum three to five years of responsible administrative and managerial experience involving responsibility for planning, organization, implementation, and coordination of the operations of an organization, business, or agency with a minimum of 25 active employees. Experience with organizational development is desirable.

- Documented success with change management and continuous improvement processes.
- Experience and training in Diversity, Inclusion, and Equity is required.
- Experience working with diversity populations is required.
- Training in the field of teaching and learning is highly desirable.

## Work Environment

Work is performed in a standard office environment.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	4J MAPS Association - Professional
<b>Pay Grade</b>	Grade 7 – 11 Month Calendar
<b>Approved by</b>	Eugene School District Administrative Pay Grade Evaluation Committee
<b>Last revised</b>	January 10, 2022