

Office of Equity and School Improvement  
Standard Operating Procedures (SOP)

### **1. Purpose**

The purpose of this Standard Operating Procedures (SOP) is to establish guidelines and procedures for the smooth functioning of the Office of Equity and School Improvement. This department is responsible for promoting equity, inclusivity, and providing support for school improvement within the educational system. The following SOP outlines the step-by-step procedures for various tasks and responsibilities assigned to the office.

### **2. Office Structure and Roles**

2.1 Office Chief: The office chief is responsible for overseeing the entire operation, establishing goals, and providing guidance to the team.

2.2 AAO/Equity : The equity chief is responsible for working closely with schools, developing programs, and monitoring overall equity improvement initiatives.

2.3 Data System Analysts Supervisors: Data analysts are responsible for collecting, analyzing, and reporting data related to equity and school improvement and assessments.

2.4 Director of School Counseling: School counselors design and deliver school counseling programs that improve student outcomes. They lead, advocate and collaborate to promote equity and access for all students by connecting their school counseling program to the school's academic mission and school improvement plan. They uphold the ethical and professional standards of ASCA and promote the development of the school counseling program based on the following areas of the ASCA National Model: define, deliver, manage and assess.

2.5 Director of Student Enrollment: Director of Student Enrollment is responsible for overseeing all aspects of the student registration process. Student attendance and required state submission reports in a timely manner.

### **3. Equity Assessment and School Improvement Process**

3.1 Identify Schools: The equity chief will review school performance data, identify schools with significant equity gaps, and select schools for improvement initiatives.

3.2 Needs Assessment: Conduct a comprehensive needs assessment of selected schools to identify specific areas for improvement via the CEP.

3.3 Equity Improvement Plans: Develop individualized equity improvement plans for each school, in collaboration with school administrators and stakeholders.

3.4 Implementation: Facilitate the implementation of the ASP improvement plans by working closely with school administrators, teachers, and staff.

3.5 Progress Monitoring: Continuously monitor the progress of each school's ASP improvement initiatives and analyze the data to determine the effectiveness of the strategies adopted.

3.6 Adjustments and Additional Support: Based on data analysis and feedback, make necessary adjustments to the plans and provide additional support to ensure continued progress.

### **4. Data Collection and Analysis**

4.1 Data Collection: Develop standardized data collection tools and processes to collect relevant data related to equity and school improvement.

4.2 Data Entry: Ensure accurate and timely data entry into the designated database or software system.

4.3 Data Analysis: Analyze collected data to identify patterns, trends, and areas requiring improvement.

4.4 Data Reporting: Prepare reports with clear analysis and actionable insights for the office head, school administrators, and stakeholders.

## **5. School Counseling**

5.1 Community Events: Plan and organize the scheduling process for secondary schools.

5.2 Stakeholder Collaboration: Collaborate with various stakeholders, including parents, community members, and advocacy groups, to foster partnerships and support improvement initiatives.

5.3 Communication Strategy: Collaborate with marketing and communications to disseminate information, updates, and success stories related to equity and school improvement initiatives.

## **6. Documentation and Record Keeping**

6.1 Document Management: Establish a systematic filing and organization system to properly store all relevant documents, reports, and correspondence.

6.2 Confidentiality: Ensure the confidentiality and security of sensitive data, such as student information and employee records, in accordance with relevant privacy laws and regulations.

6.3 Record Retention: Establish guidelines for record retention, archiving, and disposal based on legal requirements and best practices.

These Standard Operating Procedures provide a clear framework for the Office of Equity and School Improvement to effectively carry out its responsibilities. Adhering to these procedures ensures consistency, accountability, and efficiency in promoting equity and improving schools within the educational system.