

Sacramento County Office of Education Job Description

Classification Title: Executive Director, Community Schools Initiatives

DEFINITION

Under general direction, provides strategic leadership, coordination, and capacity-building support for the California Community Schools Partnership Program (CCSPP) State Transformational Assistance Center (STAC) which provides technical assistance to eight Regional Transformational Assistance Centers (RTAC's) across California; directs statewide efforts to develop and sustain systems infrastructure, foster cross-sector collaboration, and advance whole-child approaches aimed at improving student outcomes and community well-being; performs other duties as assigned.

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.)

Strategic Leadership

- Leads implementation of the County Office's strategic and long-range planning efforts to enhance Community Schools Strategies;
- Provides strategic leadership and oversight in the identification of best practices, building capacity, maximizing engagement, developing and implementing inclusive processes, coordinating services, and maintaining communication between CCSPP partners;
- Leads projects to ensure an effective, coordinated system of support for the CCSPP and eight RTACs across the state;
- Leads implementation of statewide Community Schools initiatives in the areas of building infrastructure, leading innovation and change, managing internal and external partnerships, and building capacity of individuals and teams;
- Supports alignment of community school strategies with broader educational and social-emotional learning frameworks;
- Develops and fosters partnerships with RTAC's and LEA teams statewide;
- Serves as legislative liaison for CCSPP and related initiatives;
- Cultivates relationships with city, county, State and Federal elected and appointed officials to secure legislative and financial support for the CCSPP;
- Selects, trains, supervises, and evaluates the work of assigned staff;

Program Development and Implementation

- Facilitates the planning, development and implementation of policies, procedures, programs, and services for the Community Schools STAC;
- Promotes and supports the effective implementation of the California Community Schools Frameworks;
- Ensures continuous improvement and long-term sustainability of whole-child approaches within the CCSPP;
- Directs the development of tools and resources to support the planning, implementation, and expansion of community schools and the community leadership structures necessary to grow and sustain them;
- In collaboration with program partners and community-based organizations, supports the design and implementation of a statewide Community Schools Community of Transformative Practice to enhance integrated school supports, expanded learning, collaborative leadership, and family and community engagement;

Technical Assistance and Support

- Provides leadership in the development and delivery of technical assistance;
- Ensures statewide alignment of CCSP technical support;
- Leads staff in the identification of resources, development of partnerships, and delivery of technical assistance and support to regions statewide in the implementation of CCSP initiatives.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Possession of a valid California Administrative Services Credential and a teaching credential based on bachelor's degree and student teaching program;
- Possession of a master's degree in educational leadership, organizational leadership, social work, public policy, or a related field;
- Five years of increasingly responsible administrative experience in a public education setting required;
- Preferred experience includes service in educational or nonprofit organizations in the areas of:
 - project and grant management,
 - community school leadership,
 - development, and delivery of professional learning,
 - leading successful district, county, or school improvement efforts.

Knowledge of:

- State and Federal educational accountability systems and measures;
- Principles and practices of public policy development and the legislative process;
- Theory, principles, and current best practices in Community Schools initiatives;
- Systems and Change Management strategies and practices;
- State curriculum standards, frameworks, and multi-tiered systems of supports;
- Fundamental principles and accepted practices, current trends, literature, and research in the area of Community Schools initiatives, educational equity, family and community engagement and inclusivity;
- Organizational effectiveness and management practices;
- State and Federal legislation impacting the implementation of Community Schools Strategies;
- Local, state, and federal resources and requirements related to assigned duties;
- Academic and social and emotional learning research, evaluation, strategies, theories, techniques, and methods of instruction and assessment;
- Strategies to increase equity and access for all students;
- Methods to support and meet the needs of a diverse population of students, which includes students with disabilities, multilingual learners, and other priority student populations;
- Behavioral and education based mental health needs of students;
- Educational and community resources and services;
- Effective technical assistance strategies, including coaching, mentoring, and consulting;
- Effective staff development methods;
- Principles of adult learning theory and practices;
- Diverse cultural, educational, and social needs of students and adults;
- Group dynamics and facilitation techniques;
- Applicable laws, codes, regulations, policies and procedures related to assigned activities;
- Principles and best practices related to educational data collection and data-driven decision making;
- Principles and practices of developing and maintaining effective public, community, governmental, media, and school relations;
- Effective communication and collaboration methods and strategies;
- Principles and practices of effective project management, including day-to-day operations and long-term project development;
- Funding, budget development and management; principles of grant management;

- Methods of effective supervision including personnel selection, training, observation, assessment, and evaluation practices;
- Standard office equipment, software applications, and video-conferencing platforms.

Skill and Ability to:

- Provide direction and positive leadership;
- Effectively implement Systems and Change Management strategies;
- Engage staff and educational partners in collaboration, team participation, creative problem-solving, conflict resolution, and group planning;
- Identify related resources and provide direction and guidance in the planning and delivery of technical, specialized, consultative, advisory services;
- Collect, analyze, and interpret data to ensure continuous program improvement;
- Lead the collection and analysis of data to improve instructional practices and student achievement;
- Develop measurable goals and objectives, set priorities, and evaluate progress toward achievement;
- Apply strategic thinking and planning to enhance organizational effectiveness and management practices;
- Assess the effectiveness of school, district, and region-wide programs;
- Organize and prioritize work;
- Exercise a high degree of judgment and utilize various strategies in working with a variety of people;
- Model strong interpersonal skills using tact, patience, courtesy, and culturally appropriate supports;
- Establish and maintain cooperative and effective working relationships with individuals and groups from various cultural and socioeconomic backgrounds;
- Develop and maintain effective public, community, governmental, media, and school relations;
- Communicate accurately and effectively in both oral and written form with individuals and groups from diverse backgrounds;
- Lead the planning, development and delivery of technical assistance and professional learning;
- Provide technical assistance through coaching, mentoring, and consulting;
- Effectively transmit knowledge and skills to a variety of educational and community partners;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines; integrate the use of technology to enhance job performance;
- Supervise, manage, direct, and evaluate the work activities of assigned staff;
- Develop, document, and manage processes and procedures;
- Maintain required records;
- Operate standard office equipment and use standard software applications, including video-conferencing platforms.

Other Characteristics

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate

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