

Sacramento County Office of Education Job Description

Classification Title: Director I, Community Schools Initiatives

DEFINITION

Under general direction leads, plans, develops, and directs the delivery of support and assistance to Local Educational Agencies (LEAs), county offices, and schools in the development and implementation of efforts to improve and sustain community schools under the California Community Schools Partnership Program (CCSPP) Initiative, a “whole child” school improvement strategy where LEAs and schools work closely with teachers, students, families, and the community; directs efforts to facilitate the growth of partnerships between county offices of education, districts, schools, community agencies, and local governments to align community resources to improve student outcomes and provide an integrated focus on academics, health and social services, youth and community development, and community engagement on behalf of SCOE, a county co-lead Regional Technical Assistance Center (RTAC) under the CCSPP.

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.)

Leads staff in the identification of resources, development of partnerships, and delivery of technical assistance and support to LEAs across the thirteen-counties in the Capital Area Community Schools Region; promotes and supports the effective implementation of the California Community Schools Frameworks; directs and leads staff in collaborating with LEA partners to develop tools and resources that support the planning, implementation, and expansion of community schools and the community leadership structures necessary to grow and sustain them; ensures the development of CCSPP data collection processes across the greater Capital Area region and within Sacramento County districts and schools; provides leadership in the development of coaching, and effective supervision of community schools staff to ensure the RTAC provides high-quality supportive services; In collaboration with the RTAC consortium, develops and implements a plan to support LEAs in their work to create, improve, and sustain community schools initiatives aligned with CCSPP; facilitates efforts amongst partnering agencies to share best practices, build capacity, maximize engagement, develop and implement inclusive processes, coordinate services, and maintain communication between CCSPP partners; identifies funding opportunities and leads the development of grants and the procurement of resources to support the implementation of sustainable CCSPPs across the Capital Area; administers the implementation, and expansion of community schools and the community leadership structures necessary to grow and sustain them; develops and fosters partnerships with LEA teams within the region; in collaboration with program partners and community-based organizations, supports the design and implementation of a regional Community Schools Community of Practice to enhance integrated school supports, expanded learning, collaborative leadership, and family/community engagement; identifies LEA professional learning needs and provides targeted technical assistance; in collaboration with partnering agencies, leads the coordination and facilitation of related leadership team meetings; gathers, analyzes, and shares data to support the continuous improvement of technical assistance; ensures adherence to contract requirements, including completion of deliverables, and reporting; selects, train, supervises, and evaluates the work of assigned staff; performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a valid California Administrative Services Credential, possession of a master’s degree in education, administration, or a related field, and four years of increasingly responsible administrative experience in a public education setting required; preferred experience includes project and grant

management, community school leadership, development, and delivery of professional learning, leading successful district, county, or school improvement efforts.

Knowledge of:

State curriculum standards, frameworks, and multi-tiered systems of supports; 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; current trends and best practices regarding educational equity, family and community engagement and inclusivity; 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 staff development methods; principles of adult learning theory and practices; teaching and assessment best 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; 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; 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; 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; 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; 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

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments; and willingness to travel regionally and throughout the state as required.