

Sacramento County Office of Education Job Description

Classification Title: Director I, Statewide Community Schools Initiatives

DEFINITION

Under general direction, leads, plans, develops, and directs the State Transformational Assistance Center (S-TAC) in supporting the implementation of the California Community Schools Partnership Program (CCSPP); provides guidance and assistance to the eight Regional Transformational Assistance Centers (R-TACs) as they support county offices of education (COEs), local educational agencies (LEAs), and schools in establishing and sustaining community schools under the CCSPP Initiative, a “whole-child” approach that fosters collaboration among educators, students, families, and communities to align resources and improve student outcomes; performs other related 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.)

- Provides strategic leadership and oversight of the S-TAC, guiding statewide efforts to implement and sustain the CCSPP through coordination, capacity building, and collaboration with regional centers, education agencies, and community partners;
- Directs and leads the SCOE S-TAC team and partner agencies regarding the scope and execution of work;
- Leads the coordination, development, and delivery of technical assistance and support to the R-TACs, and grantees across the state;
- Provides routine updates regarding status of S-TAC deliverables aligned to the contract scope of work;
- Leads the S-TAC team in building the capacity of R-TACs through monthly lead meetings, individualized support, and communities of transformative practice;
- Coordinates with S-TAC partners to collect and evaluate data in alignment with grant deliverables;
- Provides training in the collection and submission of data, and compiles annual progress reports (APRs);
- Oversees the development and completion of the CCSPP outcome study;
- Collaborates with the CCSPP formative evaluator to ensure data quality and alignment with program goals;
- Updates tools and resources to support the effective implementation of the California Community Schools Framework, including the Capacity Building Strategies: A Developmental Rubric;
- Develops guidance and tools to support R-TACs in the creation and sustainability of site-based and LEA-based advisory councils which include participation from diverse groups including students, families, educators, and community partners;
- Engages with S-TAC partners to promote and encourage the participation of CCSPP grantees across the state in utilizing a Deep Dive strategy and available web tools to learn about strengths and areas of opportunities;
- Collaborates with the S-TAC team to plan and facilitate Advisory Board and Statewide Student Advisory Board Meetings;
- Directs and leads staff in collaborating with team members to develop tools and resources to support the implementation, expansion, and sustainability of community schools;
- Facilitates the development and implementation of CCSPP digital tools and resources;
- Leads the planning and facilitation of the annual community schools conference;

- Gathers, analyzes, and shares data to support the continuous improvement of statewide technical assistance;
- Monitors adherence to contract requirements, including completion of deliverables and reporting;
- Selects, trains, supervises, and evaluates the work of assigned staff.

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;
- Four years of increasingly responsible administrative experience in a public education setting required;
- Experience in development, and delivery of professional learning required;
- Experience leading successful county, district, or school improvement efforts required;
- Experience providing technical assistance to LEAs at the districtwide, countywide or state level preferred;
- Project, grant management, and community school leadership experience preferred.

Knowledge of:

- State curriculum standards, frameworks, and multi-tiered systems of supports;
- Local, state, and federal resources and requirements related to the CCSPP and 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;
- Strategies for developing inclusive advisory councils that engage students, families, educators, and community partners;
- 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;
- Facilitate the development and sustainability of inclusive and collaborative working groups and committees;

- 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;
- Manage and curate digital tools and resources to support statewide initiatives;
- Collaborate effectively with cross-agency teams to align efforts and share resources;
- 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.

10/2025