

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Community Schools Initiatives, Family and Community Partnerships

DEFINITION

Under general supervision, coordinates and facilitates professional learning opportunities related to family and community partnerships, assists in supporting Local Educational Agencies (LEAs) and schools in the development and implementation of the California Community Schools Partnership Program (CCSPP) Initiative, and provides related technical assistance; facilitates 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, social services, youth and community development, and family and community engagement, on behalf of the Sacramento County Office of Education (SCOE), in its role as Capitol Area Regional Technical Assistance Center (R-TAC) under the CCSPP.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

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.)

Coordinates and facilitates the identification and development of community schools resources, cultivation of family and community partnerships, and delivery of technical assistance and support to LEAs across the twelve counties within the Capitol Area R-TAC; collaborates with LEA partners to develop tools and resources that support the planning, implementation, and expansion of community schools and the engagement of families and communities necessary to grow and sustain them; facilitates CCSPP data collection processes across the greater Capitol Area region; builds LEA capacity to analyze data to improve family and community partnerships; provides resources and support related to family and community engagement to assist district leaders and school teams in their development and implementation of sustained professional learning efforts; designs and delivers relevant professional learning related to family and community partnerships; establishes effective communication and coordinates activities across program partners to promote an integrated systems approach; supports Capitol Area R-TAC counties in the identification, development, and coordination of social service agency, family, and community partnerships; cultivates, identifies, and promotes resources to support authentic family and community partnerships to create safe, healthy, culturally relevant, and inclusive environments for students; monitors adherence to contract requirements, including completion of deliverables and reporting; develops assessment instruments to measure and evaluate the effectiveness of CCSPP implementation and the services provided; monitors implementation and effectiveness of technical assistance and support provided to LEAs; selects, trains, supervises, and evaluates the work of assigned staff; attends conferences, trainings, and meetings; performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience equivalent to a bachelor's degree; advanced degree in education or related field desired; experience working in an educational agency required; experience in the planning, development, implementation, and support of a community school preferred.

Knowledge of

Evidenced-based family and community engagement strategies; current trends and best practices regarding equity, family and community engagement, and inclusivity; available community resources and services related to health, wellness, and education; educational and community resources and services; diverse cultural, educational, and social needs of students and adults which includes students with disabilities, multilingual learners, and other priority student populations; group dynamics and facilitation techniques; applicable laws, codes, regulations, policies and procedures related to assigned activities; principles and best practices related to data collection and data-driven decision making; principles and practices of effective project management, including day-to-day operations and long-term project development; principles of grant management; standard office equipment, software applications, and video-conferencing platforms.

Skill and Ability to

Provide coordination, direction, and positive leadership; engage staff and educational partners in collaboration, team participation, creative problem-solving, conflict resolution, and group planning; collect, analyze, and interpret data; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; organize and prioritize work; exercise a high degree of judgment and utilize various strategies; model strong interpersonal skills using tact, patience, courtesy, and culturally appropriate approaches; demonstrate cultural humility, awareness, and sensitivity, and interact and communicate effectively with all individuals; establish and maintain cooperative and effective working relationships with individuals from diverse backgrounds; communicate accurately and effectively in both oral and written form; design, develop, and deliver professional learning; effectively transmit knowledge and skills to a variety of audiences; interpret, apply and explain rules, regulations, policies and procedures; analyze situations accurately and adopt effective course of action; meet schedules and timelines; integrate the use of technology to enhance job performance; supervise and manage the work activities of assigned staff; develop and document processes and procedures, and 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.