

Senior Director, Community Schools

Purpose Statement

The job of Senior Director, Community Schools is done for the purpose/s of leading a team of content area specialists to provide technical assistance, resources, and research-based strategies on whole child and community schools initiatives; lead the coordination of county-level governmental, nonprofit community-based organizations, and other external partnerships to support community school implementation at California Community School Partnership Program (CCSPP) grant recipient sites in San Diego county.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Essential Functions

- Collaborates with internal and external personnel (e.g., district and school site administrators, community organizations, etc.) to ensure the California Community Schools Framework is utilized to support collaborative leadership practices, expanded learning time and opportunities, active family and community engagement, and integrated supports.
- Develops and sustains robust partnerships with county-level governmental, community organizations, school districts, and other partners to support equitable opportunities, alignment, and coherence of community schools initiatives.
- Coordinates regional leadership meetings establishing networks for regular communication with district and community leaders regarding community schools and partnerships that support whole child best practices.
- Engages and supports SDCOE's CCSPP technical assistance system and ensures alignment with the California Department of Education's Statewide System of Support and other school improvement and professional development support systems.
- Coordinates services across child-serving agencies, municipalities, governmental entities, and schools.
- Facilitates meetings, workshops, seminars, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a SDCOE representative.
- Provides coaching and supervision of staff responsible for delivering technical assistance as part of SDCOE's CCSPP Regional Technical Assistance Center.
- Compiles and analyzes national, state and district level data, trends and policies related to education for the purpose of identifying and anticipating district and school needs and designing services to address the needs pertaining to the whole child.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the

purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications , Knowledge and Abilities

KNOWLEDGE OF:

Community school frameworks to support identified needs as indicated by the Local Control and Accountability Plan, California Dashboard, and other sources;

School climate and student health and wellness systems, practices, interventions and theories;

Multi-tiered Systems of Support (MTSS), Positive Behavioral Interventions and Supports (PBIS), whole child educational programs, and restorative justice frameworks and processes;

Education Code, state, and county office policies and procedures related to instructional programs and curriculum;

Major trends, methods, best practices, and publications in the field of MTSS, PBIS, and whole-child education, including academic, behavioral and social- emotional components;

Community resources and public agencies;

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices, adult learning theory, professional development and technical assistance standards and practices;

Practicing cultural competency while working collaboratively with diverse groups and individuals;

Principles of negotiation/arbitration;

Grant development and implementation, including data collection, reporting, and budgeting;

Stages of child development.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Utilize a community school framework from a strengths-based, solution-focused perspective;

Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions;

Schedule a number of activities, meetings, and/or events;

Work with others in a wide variety of circumstances;

Work with a diversity of individuals and/or groups;

Work with data of varied types and/or purposes;

Analyze issues and create action plans;

Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules;

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setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records;
Maintaining confidentiality;
Communicate with diverse groups;
Work as part of a team.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Travels as required in conducting course of business statewide, regionally, and locally.

Education and Experience:

Education: A Master’s degree in education, educational administration, or closely related field; and;

Experience: Five (5) years of experience as a site, district, or county office administrator required; experience leading collaborative teams and regional projects is preferred including designing, and delivering high-quality, professional learning and technical assistance that resulted in improved outcomes for students. Proven experience working with diverse student and adult learner populations, including professional development leading whole-child and/or community school initiatives; or

Equivalency: Education and experience equivalent to: a Master’s degree in education, educational administration, or closely related field and five (5) years of experience as a site, district, or county office administrator required; experience leading collaborative teams and regional projects is preferred including designing, and delivering high-quality, professional learning and technical assistance that resulted in improved outcomes for students. Proven experience working with diverse student and adult learner populations, including professional development leading whole-child and/or community school initiatives.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Administrative Services Credential
Valid CA Teaching Credential
Valid CA Driver’s License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background
Clearance

Physical examination including
TB Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management Grade 053

Established: 1/2023

Approved by: 
Assistant Superintendent, Human Resources

Revised: N/A