



JOB DESCRIPTION

Position Code: 148
Management Group: SJSA
Salary Range: A-29
Work Calendar: 01
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POSITION TITLE: Supervisor, Community Partnerships and Volunteers

DEFINITION: Under general direction, supervises, coordinates and performs work necessary to develop robust partnerships and volunteer networks in support of schools and programs with an emphasis in supporting multiple student groups, including low income, English learner and/or underrepresented students and families.

DIRECTLY RESPONSIBLE TO: Director, Family Engagement & Partnership Development

SUPERVISION OVER: Classified staff as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.)

1. Proactively researches, coordinates and develops regional and community partnerships to support family engagement and vital district initiatives.
2. Works with schools to determine needs for and then establish and coordinate mutually beneficial partnerships with community-based organizations, with a focus on partnerships to support low income, English learner and/or underrepresented students and families.
3. As directed, oversees the coordination and implementation of community engagement efforts that are inclusive of a diverse set of voices throughout the San Juan Unified School District community in support of the district's strategic objectives.
4. Leads recruitment and oversees implementation of a coordinated volunteer initiative to increase volunteers and resources to local schools including matching of volunteers to opportunities, staff and volunteer training and screening.
5. Ensures procedures and processes are in place to effectively help set volunteer and partner expectations resulting in a positive and productive experience for all participants.
6. Creates opportunities for partner and volunteer recognition in support of school and district programs.
7. Acts as a liaison to parent and community organizations, faith-based and non-profit community partners and businesses that can help schools advance student learning.
8. Ensures accurate records of current site and district community partnership efforts.
9. Evaluates partnership efforts to measure effectiveness for supporting student achievement, community connectedness, and other identified objectives.
10. Routinely develops and delivers reports on partnership and volunteer activities and outcomes to community partners, senior district leadership and the board of education.
11. Works with the Special Projects and Grants office to support the development, implementation and maintenance of grant applications related to community involvement and volunteers.
12. Ensures the creation of informational materials that support partnership and volunteer initiatives including but not limited to websites, fliers, brochures and social media content.

13. Develops and delivers training on best practices in partnership implementation and volunteerism to staff members, volunteers, community partners, students and others.
14. Produces events in support of community engagement, partnership and volunteer activities.
15. Manages budgets related to assigned partnership and volunteer efforts.

QUALIFICATIONS:

Education and Experience:

Any combination of training, education and/or experience equivalent to graduation from a four-year college. Experience in community involvement, public relations or related experience which demonstrates the ability to perform the duties of the position may be substituted for up to two years of the required education for a year-for-year-basis. Bilingual skills are preferred.

Licenses and Certificates:

Valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring the license

Knowledge, Skills, and Abilities:

- Knowledge and understanding of the needs of family engagement in schools
- Knowledge of community resources
- Knowledge of applicable district policies and procedures and business practices
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge and skill in the use of computers and assorted software programs
- Knowledge of planning, organization and direction of parent involvement/family engagement processes, workflows, and techniques
- Knowledge of budget and other financial documents to maximize resources and maintain control over expenditures
- Ability to establish effective working relationships with those contacted in the course of work
- Ability to work effectively with all levels of district staff, stakeholders, and members of the community
- Ability to communicate effectively both verbally and in writing with all levels of district staff, stakeholders, and members of the community
- Ability to provide leadership to help bring community-school understanding
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to analyze and resolve problems with tact and diplomacy
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to establish priorities and meet deadlines

WORKING CONDITIONS:

Work Environment:

- Indoor office and school environment
- Moderate noise
- Continuous contact with staff, students, parents, and the community

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- Frequent interruptions and significant distractions
- Frequent evening and weekend meeting or events

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about district sites, community business and offices to conduct work, including walking, sitting, or remaining in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work flexible hours as needed
- Ability to travel locally and to attend evening meetings

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: TBD