



JOB DESCRIPTION

Position Code: 436
Classified Group: CSEA
Salary Range: 34
Work Days: 260
Page 1 of 3

POSITION TITLE: District Community Engagement Specialist

DEFINITION: Under general direction, develops and maintains programs and partnerships that support community engagement projects to support multiple student groups, including low income, English learner and/or underrepresented students and families consistent with the District's Local Control Accountability Plan and Strategic priorities; spends a major portion of time developing community partnerships at a district-wide, school-wide or program level.

DIRECTLY RESPONSIBLE TO: Director, Family Engagement and Partnership Development

SUPERVISION OVER: N/A

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. Communicates with principals, site staff and district administrators about regional and district-wide community engagement activities.
2. Works with schools to establish and coordinate mutually beneficial partnerships with community-based organizations, with a focus on partnerships to support racially and ethnically diverse students.
3. Acts as liaison to parent and community organizations, faith-based and non-profit community partners and businesses that can help schools advance student learning.
4. Identifies current site and district community partnerships in order to leverage resources to support students and families.
5. Partners with current district-led school improvement initiatives that close student achievement gaps between racial, ethnic and economic groups by working with communities throughout the district.
6. Assists parents/guardians who are in search of community resources.
7. Assists with recruiting and coordinating volunteers for district schools and programs.
8. Will act as an ambassador for the district and the Family and Community Engagement Department at community meetings and on district committees.
9. Will produce and maintain content for a variety of school site and district-wide materials designed to support district initiatives.
10. Develops and maintains a variety of specialized files and record keeping systems.
11. Completes and maintains forms, records, reports and documentation of activity and progress.
12. Provides information and assists in developing strategies for effective utilization of resources.
13. May be required to perform work on the latest office equipment, including but not limited to: computers, printers, scanners, telephones and related equipment.
14. May perform clerical work as assigned, including answering phones, scheduling meetings, making copies; performs related work, or assigned clerical work, as required.
15. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of education and experience equivalent to graduation from a four-year college, preferably in a human services or related field and a demonstrated successful experience in community involvement, public relations or related field; bilingual skills are preferred.

Licenses and Certifications:

- 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 this license

Knowledge, Skills, and Abilities:

- Knowledge and understanding of the needs of family engagement in schools
- Knowledge of community resources
- Ability to establish effective working relationships with school staff, parents, students and agency/organization representatives; familiarity with local community
- Ability to provide leadership to help bring community-school understanding
- Ability to follow oral and written instructions; ability to communicate effectively, both orally and in writing
- Ability to work independently and make minor decisions within the framework of established guidelines; ability to relate well to people of all different backgrounds and model respect and understanding of different cultures
- Ability to operate a computer and use software programs including Word, Power Point, Excel and Outlook
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office and school environment
- Moderate noise
- Continuous contact with students, staff, and the public with frequent interruptions
- Frequent evening and weekend meetings or events
- Drive a vehicle to conduct work

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

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

Other Characteristics:

- Willing to work flexible hours when needed
- Willing 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: 12/11/2012
Revised: 8/13/2014 (Title change; updated duties)
Revised: 9/28/2016
Revised: 10/11/2016