

# **JOB DESCRIPTION**

## **San Diego County Office of Education**

### **District Advisor, Community Engagement**

#### **Purpose Statement**

The job of District Advisor, Community Engagement advises, provides technical assistance, develops, and disseminates resources to local educational agencies (LEAs) as part of the California Community Engagement Initiative (CEI) 2.0 and program practices.

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#### **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**

- Provides technical assistance, coaching, and facilitation of professional learning networks to support LEAs with effective implementation of community engagement strategies as part of the Community Engagement Initiative (CEI) 2.0.
- Co-designs and supports the implementation of professional development through train-the-trainer models or online training modules that are scaffolded to support the continued professional development and deeper expertise of educators.
- Works with SDCOE leadership and key project partners to develop a network of educators, especially those selected to participate- in previous CEI professional learning networks, who can provide coaching and training to other LEAs.
- Provides technical assistance and coaching to LEAs on how to have conversations on complex issues such as race, language, disability, understanding community expertise, and sharing power.
- Engages LEA and school site staff in professional development training to build the knowledge, skill sets, and commitment to key staff in improving pupil, family, and community engagement.
- Co-designs resources and professional development training focused on and centering the voices of pupils, families, and communities in decision making processes.
- Assists SDCOE leadership and key project partners in establishing protocols facilitating professional learning networks to help other communities and school districts improve and deepen their interactions, including the CEI Protocol Toolkit developed and tested by previous CEI professional learning networks.
- Identifies and disseminates best practices to leverage the CEI for transformational school investments and authentic pupil, family, community and educator engagement, including but not limited to local control and accountability plans, expanded learning opportunity programs, and California Community School Partnership Act grants.
- Participates in CEI 2.0 meetings at the regional and state level with CDE, CCEE, LEAs, and key project partners.
- Collaborates with LEAs and other educational institutions and organizations to develop and coordinate activities and programs, resolve complex problems, exchange information, provide follow-up support, and develop policies and procedures to encourage equity in educational systems.
- Disseminates best practices and research-based tools to create, deepen and expand community partnerships that are responsive to meeting the needs of the whole child.
- Represents the SDCOE, serves on local, state, regional, and district committees, work groups, and advisory boards, and contributes to local and state initiatives supporting the implementation of school and district plans to improve student opportunities and academic achievement, and increase coherence and quality instruction.

- Leads the work of committees and work groups as assigned consistent with SDCOE and state goals, objectives, and the strategic plan.
- Participates and co-leads SDCOE's efforts to serve as a content developer for professional development modules to be disseminated to school districts on topics such as Dual Capacity Building Framework, Participatory Systems Change, Equity, and Local Control Accountability Plans.
- Co-facilitates meetings, workshops, seminars, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a SDCOE representative.

### **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:

Human centered and socially conscious leadership;  
 School district/community organization;  
 Community engagement, family voice, community schools framework and best practices;  
 Whole child educational programs, restorative justice frameworks and processes;  
 Technical assistance and coaching strategies;  
 Support adult learning theory;  
 Successful program and strategies for underserved student populations;  
 Data collection and analysis;  
 Multi-tiered system of support;  
 Positive behavioral interventions and supports;  
 Grant and/or contract management and implementation.

##### ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;  
 Practice cultural competency while working collaboratively with diverse groups and individuals;  
 Review and interpret highly technical information;  
 Write technical materials, and/or speak persuasively to implement desired actions;  
 Analyze situations to define issues and draw conclusions;  
 Manage a significant number of activities, meetings, and/or events;  
 Independently work with others in a wide variety of circumstances;  
 Work effectively with a significant diversity of individuals and/or groups;  
 Work with data of varied types and/or purposes;  
 Independently problem solve, analyze data, interpret guidelines, and create action plans;  
 Communicate effectively orally and in writing;  
 Establish and maintain effective working relationships;  
 Meet deadlines and schedules;  
 Work with multiple projects, frequent interruptions, and changing work priorities.

#### **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:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires extended periods of time sitting, walking, and standing. The job is performed under minimal temperature variations. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience**

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

Experience: At least four (4) years of experience in a site, district or county-level administrative educational setting, designing, and delivering high-quality, professional learning that resulted in improved outcomes for students. Experience working with diverse student and adult learner populations are required. Professional development leading equity, diversity, inclusion, and/or whole-child initiatives for a school district is highly preferred; or

Equivalency: A combination of education and experience equivalent to a master's degree in education, education administration, or related field and at least four (4) years of experience in a district-level administrative educational setting, designing, and delivering high-quality, professional learning that resulted in improved outcomes for students. Experience working with diverse student and adult learner populations are required. Professional development leading whole-child and/or community school initiatives for a school district are highly preferred.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Administrative Services Credential  
Valid CA Teaching Credential

Valid CA Driver’s License

Continuing Educ./Training

As needed to maintain required certificates and/or licenses

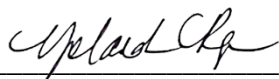
Clearances

Criminal Justice Fingerprint/Background Clearance  
Physical examination including drug screen  
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 052

Approval Date: 09/2023

Approved by:   
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Dr. Yolanda Rogers  
Assistant Superintendent, Human Resources