

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Senior Director, Community Engagement**

**Purpose Statement**

The job of Senior Director, Community Engagement is done for the purpose/s of leading a team of content area specialists to provide technical assistance, resources, and research-based strategies on community and family engagement via local, regional, and statewide efforts.

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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**

- Serves as SDCOE's lead point of contact and liaison with the California Department of Education and the California Collaborative for Educational Excellence (CCEE) pertaining to statewide California Community Engagement (CEI) 2.0 Initiative.
- Collaborates with internal and external personnel (e.g., district and school site administrators, community organizations, etc.) to maximize community engagement best practices, and resources.
- Leads the development and implementation of the SDCOE community engagement strategy.
- Develops and oversees necessary contract agreements with key statewide and national partners.
- Oversees budget and is responsible for required reporting pertaining to CEI 2.0.
- Participates in data gathering, review, reporting, analysis, and response to evaluation results related to project deliverables.
- 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 engagement and community schools initiatives.
- Plans and facilitates the delivery of professional learning networks across the state.
- Engages and supports SDCOE's CEI 2.0 team to ensure alignment with CDE's Statewide System of Support and other school improvement and professional development support systems.
- Leads SDCOE's efforts to serve as a content developer for professional development modules to be disseminated to school districts on various topics (i.e., Dual Capacity Building Framework, Participatory Systems Change, Equity, and Local Control Accountability Plans).

- Leads in-depth development training series on meaningful pupil, family, and community engagement, engaging local educational agencies and school site staff; building knowledge, skill sets, and commitment of key staff in improving pupil, family, and community engagement.
- Facilitates meetings, workshops, and seminars 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 CEI 2.0 Contract.
- 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:

Human centered and socially conscious leadership;

Increase and enhance the emphasis on the engagement of pupils, families, and communities in all aspects of the Community Engagement Initiative;

System Change framework to support identified needs as indicated by the Local Control and Accountability Plan, California Dashboard, and other sources;

Education Code, State, and County Office policies and procedures related to instructional programs and curriculum;

Pertinent laws, codes, policies, and/or regulations;

Personnel processes;

Standard business practices:

Adult learning theory;

Professional development and technical assistance standards and practices;

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

Principles of negotiation/arbitration;

Grant/contract development and implementation, including data collection, reporting, and budgeting.

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;  
Work collaboratively with the CCEE and a diverse group of education interest holders;  
Schedule a number of activities, meetings, and/or events;  
Work with a diversity of individuals and/or groups;  
Work with data of varied types and/or purposes;  
Analyze issues and create action plans;  
Meet deadlines and schedules;  
Set priorities;  
Work with multiple projects, frequent interruptions, and changing work priorities;  
Communicate clearly and concisely, both orally and in writing;  
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: A combination of 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 Exam including drug screen  
Tuberculosis Clearance

FLSA Status: Exempt  
Salary Grade: Certificated Management, Grade 053

Approval Date: 09/2023

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

Revised: N/A