
PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 5326
Salary Range: 46 (M2)

BUSINESS ENGAGEMENT, PARTNERSHIPS & PROGRAMS MANAGER

JOB SUMMARY

Under general direction, plan, develop and maintain high-leverage business and industry partnerships, communications and working relationships with public and private businesses, corporations and governmental agencies to effect program enhancements which align with the District's mission in support of Pre-K–12 student's college and career readiness; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Participate in and coordinate the development, design, and implementation of short- and long-term business and community engagement strategies that are aligned with the District's educational mission and policies. **E**
- Implement, lead and manage partnerships between the District and businesses, government agencies, and community organizations to provide Pre-K–12 students with the supports needed to be college and career ready. **E**
- Collaborate with District leaders to develop program proposals and facilitate implementation; provide broad, creative strategies for developing partnerships and funding sources that enhance the education of students and attain goals of the district's mission and vision. **E**
- Cultivate partnerships with the business community to increase alignment between the Pre-K–12 experience and careers; develop and coordinate roles for local employers, community-based organizations, workforce development agencies, vocational schools and post-secondary education institutions that connect school to career and support student employability and workforce preparation aligned to a pathways approach, such as Linked Learning and other Pre-K–12 initiatives and priorities. **E**
- Plan, organize, manage and integrate special funding activities and partnerships, including identifying possible revenue streams and resources; source grant opportunities; prepare, submit, implement and monitor grants and grant applications, as identified. **E**
- Develop, maintain, and monitor contracts, partnership agreements and Memorandums of Understanding (MOU's) to support the growth of business partnerships aligned to pathways and Pre-K–12 District work-based learning goals. **E**

- Develop and maintain partnerships and relationships for the implementation of pathway aligned Apprenticeship and Pre-Apprenticeship programs; facilitate collaboration between appropriate District and partner teams. ***E***
- Lead and represent the District on a variety of committees and meetings; meet with and address a variety of stakeholder groups, such as District staff, Superintendent of Schools and Board of Education, business and industry officials, non-profit and public agency staff. ***E***
- Prepare and present a variety of written and media communications, public entity and corporate presentations to gather and disseminate information relative to a variety of educational programs, school initiatives, District programs, partnerships and other related issues. ***E***
- Establish and monitor goals, benchmarks and milestones with partners; develop or participate in the preparation and dissemination of research data and analyses for assigned programs; prepare or oversee preparation and maintenance of a variety of narrative and statistical reports, records and files. ***E***
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide professional development support for and mentor assigned staff. ***E***
- Operate a variety of office equipment, communication devices, technologies and software; drive a personal vehicle to conduct work. ***E***
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Business Engagement, Partnerships and Programs Manager works across multiple District leaders, business and corporate stakeholders, and public entities to oversee and implement effective strategies to build and maintain positive corporate and business relationships for the benefit of enhancing the academic and career success of the students served by the Long Beach Unified School District.

EMPLOYMENT STANDARDS

Knowledge of:

K-12 and post-secondary pathways approach and work-based learning strategies.
Grant writing processes, applications, procedures and deadlines.
Budget development and monitoring principles and practices.
Public education concerns, issues and legislation.
Local, state and federal laws applicable to assigned functions.
School district rules, regulations, policies, procedures, organization and organizational relationships.
Program and project coordination and management techniques.
Principles and practices of effective leadership and supervision.
Research methods and report writing techniques.
Multicultural, multi-ethnic communities within the local community.
Effective oral and written communication skills.

Operations and applications of a variety of office machines, communication devices, technologies and software.

District organization, operations, policies and objectives.

Principles of administration, supervision and training.

Public speaking techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, develop and maintain communications and working relationships with a variety of business partners, government entities, community agencies and other District stakeholders.

Build partnerships and coalitions with a variety of corporate, public and community organizations and stakeholders.

Develop and monitor budgets.

Source, prepare, implement and monitor grants.

Attend and represent the District in a variety of internal and external stakeholder meetings.

Assure compliance with applicable local, state and federal laws.

Maintain current knowledge of educational reforms, initiatives and trends.

Effectively manage, train and evaluate assigned staff.

Conduct research, compile information and data and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Establish and maintain a variety of records and files.

Prepare and deliver oral and written presentations.

Plan and organize work.

Communicate effectively both orally and in writing.

Operate a variety of office machines, technologies and software.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Training

Bachelor's degree in social science, English, public relations, education, social work or a related field.

A Master's degree in one of these fields is desirable.

Experience

Three years of experience engaging with and building business partnerships within a public education, government agency, or non-profit organization.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license.

Positions in this class may require out-of-area travel, evening, weekend and extended work hours, as necessary.

WORKING ENVIRONMENT

Office environment.
Frequent interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Stamina, poise and presence sufficient to speak knowledgeably and confidently to large groups.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.