

Marin County Office of Education (Marin COE) as Administrative Agent for the California Collaborative for Educational Excellence (CCEE)

Professional Expert Description Senior Manager, Community Engagement Initiative

THE POSITION:

Under the direction of the Senior Advisor or designee, the Senior Manager, Community Engagement Initiative for the CCEE, coordinates assigned responsibilities in support of expanding the Community Engagement Initiative (CEI) as outlined in Section 38 of Assembly Bill 181. The position works closely with the CCEE staff and lead agency partners to achieve the statutory deliverables to build capacity in communities and school districts to have difficult conversations with each other and increase trust, with a focus on improving outcomes for pupils. The position also identifies effective models of community engagement and metrics to evaluate those models, develops effective peer-to-peer partnerships between school districts and county offices of education, and scales up the work of the Initiative to improve community engagement statewide and incorporate practices that prove effective towards school district and county office of education continuous improvement efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification. Typical tasks include any duties and responsibilities assigned to the Senior Manager job family, and:

- Support the expansion and refinement of community engagement practices as outlined by CEI 2.0, focusing on capacity-building, trust, and outcome improvement.
- Coordinate with the lead agency staff to ensure alignment with statewide support systems.
- Develop and facilitate trainings and resources focused on complex community engagement issues such as race, language, and equity.
- Build and foster long-term working relationships with school districts, COEs, charter schools, advocacy groups, and community-based organizations in support of the Initiative.
- Document and report the outcomes of community engagement activities to key stakeholders, including the state board and legislative committees, ensuring transparency and accountability.
- Develop and disseminate communication materials that promote the success and impact of the CEI to a broader audience.

- Manage assigned projects, including project design and budget, ensuring completion within established timeframes.
- Direct/supervise other personnel to support them in the completion of their work activities.
- Supervise, train, and evaluate assigned personnel to ensure that standards are achieved and performance is maximized.

Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

Bachelor's degree from an accredited college/university is required.

EXPERIENCE:

Three years successful experience leading community engagement efforts in schools, school districts, county offices of education, and/or local agencies, or three years experience with an association or educational interest group, or with a civil rights, advocacy, or philanthropic organization.

KNOWLEDGE OF:

- California policy context, including Local Control Funding Formula (LCFF) policy, LCFF Evaluations Rubrics, the Local Control and Accountability Plan (LCAP) process, the California School Dashboard, and California Education Code related to the Community Engagement Initiative
- Organizational operation including school districts, COEs, charter schools, advocacy groups, civil rights groups, philanthropic groups and the media
- Regulations and laws that pertain to the position
- Promising practices for community engagement
- Strategies to support learning networks
- Project management skills and competencies
- High leverage strategies for engaging education-focused state agencies, local educational agencies, nonprofits, and community partners
- Standard practices for engaging local, state, and national media
- Basic budgetary practices
- Research techniques
- Scheduling and coordinating activities
- Reading, analyzing, and synthesizing a variety of manuals and materials

- Compiling and composing documents
- Current technologies, both software and hardware, used for preparation and delivery of presentations
- High level public relations best practices
- Principles and practices of management, supervision, and staff evaluation
- Correct usage of English composition, grammar, spelling, and vocabulary in written and verbal communications, data collection, and spreadsheet preparation.

SKILLS AND ABILITY:

PROJECT MANAGEMENT

- Learn and apply CCEE's administrative regulations, policies and procedures, Board Policies, and California Education Code related to the CCEE
- Schedule, coordinate, and monitor a wide range of activities, tasks, and projects across multiple internal and external teams
- Effectively plan, develop, administer, implement, and evaluate activities and programs related to assignment.
- Manage multiple projects, including establishing and meeting project deadlines and ensuring that external teams successfully complete projects and activities

FACILITATION

- Facilitate change in others by utilizing effective communication and group process techniques
- Coordinate and plan a significant number of activities
- Manage multiple projects, including establishing project deadlines and ensuring that external teams successfully complete projects and activities
- Develop and monitor program budgets
- Analyze issues, create plans of actions, and reach appropriate and effective solutions
- Create and maintain project documentation for internal and external purposes
- Utilize hardware and software for presentations
- Develop and implement agendas, meeting facilitation guides, and presentations
- Facilitate large, multi-agency meetings with co-lead agencies and stakeholder holder groups
- Coordinate, schedule, and manage in-person and virtual meetings.

EDUCATIONAL PARTNER ENGAGEMENT

- Develop systems and processes for establishing and maintaining effective communications both internally and with external partners using a variety of channels and media
- Establish and maintain effective working relationships with staff, statewide agency partners, co-lead agency representatives, school district and county office personnel, and other agency personnel.

OTHER

- Perform professional level tasks with a need to frequently upgrade skills
- Communicate effectively, both orally, and in writing
- Work independently with little direction
- Work evenings and weekends as needed and perform job safely
- Meet the frequent travel requirements of the position, including evenings and weekends.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Driving a vehicle to conduct work
- Seeing to conduct inspection of data
- Occasional lifting or carrying up to 25 lbs
- Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching
- Significant fine-finger dexterity
- Generally, the job requires 70% sitting, 15% walking, and 15% standing.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions with:
 - minimal temperature variations
 - a generally hazard-free environment
 - a clean atmosphere
- Frequently works with a video display terminal for prolonged periods
- The noise level is typical of an open office work environment with background noise of telephones and conversations
- Works under stressful conditions with interruptions and shifting demands.

CERTIFICATES/CREDENTIALS/LICENSES:

- Valid California driver's license required.