

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

**DISTRICT ADVISOR, COMMUNITY SCHOOLS**

**Purpose Statement**

The job of District Advisor, Community Schools advises, provides technical assistance, develops, and disseminates resources to California Community School Partnership Program (CCSPP) grantees in their pursuit of effective community school initiatives and 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 and coaching to school leaders to ensure effective implementation of the California Community Schools Framework, which includes integrated support services; family and community engagement; collaborative leadership and shared decision-making; and extended/expanded learning time and opportunities.
- Participates in CCSPP Regional Technical Assistance Center (R-TAC) meetings at the regional and state level including; contributes to development of the technical assistance content for the CCSPP technical assistance system through participation in the State's Community of Transformative Practice.
- Develops and disseminates resources and tools to support CCSPP grant recipients with tasks, including, but not limited to the following: conducting a comprehensive school and community asset mapping and needs assessment; improving authentic family and community engagement in the languages spoken in the community; developing programming and strengthening relationships to promote positive, supportive and racially just school climates; establishing and supporting collaborative leadership and shared decision-making practices at the LEA and School Site levels; creating, deepening and expanding community partnerships.
- Supports efforts to collect and analyze qualitative and quantitative data to assess and evaluate the planning, implementation, improving, scaling, and sustaining of community school initiatives and the overall effectiveness of the CCSPP program in the region.
- Works alongside SDCOE departments and divisions and other county offices of education to align the CCSPP technical assistance system with the Statewide System of Support and other school improvement and professional development support systems, as well as Multi-Tiered System of Support (MTSS) and Positive Behavioral Intervention and Supports (PBIS) frameworks.
- Collaborates with district leadership, school level administrators, and other educational institutions and organizations to develop and coordinate activities and programs, resolve complex problems, exchange information, provide follow-up supports, and develop policies and procedures to encourage equity in educational systems.
- Interprets and explains district, state, and federal guidance and regulations to advise district/site leadership on the responsibilities of implementing responsive whole-child best practices.
- Guides school leaders in developing sustainable funding sources by accessing and combining funding from multiple revenue sources.

- Disseminate best practices and research-based tools to create, deepen and expand community partnerships and coordinate services across child-serving agencies, municipalities, governmental entities, and schools.
- Represents the SDCOE, serves on local, state, regional, and district committees, work groups, and advisory boards, and contributes to local and state initiatives for the purpose of 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 and in a manner that is consistent with SDCOE and state goals, objectives, and the strategic plan.
- Performs personnel administrative functions for assigned staff (hiring, onboarding, training, supervising, evaluating, providing professional development opportunities, developing work schedules, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and ensuring department/program outcomes are achieved.

### **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 schools framework and best practices; Whole child educational programs;  
 Restorative justice frameworks and processes;  
 Technical assistance and coaching strategies;  
 Processes that support adult learning theory;  
 Successful programs 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;  
 Use job-related equipment;  
 Flexibility to independently work with others in a wide variety of circumstances;  
 Analyze program data;  
 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 is 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 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 is required. Professional development leading whole-child and/or community school initiatives for a school district is 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: 01/2023

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