

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

**Professional Expert Description
Assistant Director, Community Engagement and Statewide System of Support**

THE POSITION

Under the direction of the Deputy Executive Director or designee, the Assistant Director, Community Engagement and Statewide System of Support will provide strategic leadership, technical assistance, and implementation support for the statewide Community Engagement Initiative (CEI), as outlined in Section 38 of Assembly Bill 181. The Assistant Director will lead efforts to expand capacity in communities and local educational agencies (LEAs) to have difficult conversations, strengthen trust, and improve student outcomes. This position collaborates with CCEE staff, lead agency partners, and statewide stakeholders to identify promising practices, evaluate impact metrics, and scale successful community engagement strategies that contribute to systemic continuous improvement.

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 Assistant Director job family and:

- Provides leadership in the design, coordination, and scaling of CEI activities in partnership with lead agencies and the broader Statewide System of Support
- Leads the development, implementation, and refinement of models, tools, and training that support high-quality community engagement, particularly around equity, and supporting underrepresented pupils, families, and communities, to build trust and have authentic and productive conversations linked to improving student outcomes
- Represents CCEE and CEI at state-level convenings, regional conferences and stakeholder engagements, including legislative briefings and board meetings.
- Develops, implements, and manages the systems, structures, and processes that will be used to support the work of the various initiatives within the Community Engagement Initiative and the System of Support, which include (but may not be limited to): Geographic Lead Agencies, 21st Century California School Leadership Academy, California Community Schools Partnership Program, Equity Leads and other professional learning initiatives
- Identifies opportunities to support the work of the System of Support and develops communication materials and programs in order to promote and publicize the System of Support in conjunction with other CCEE staff and staff from the various statewide agency partners

- Cultivates and maintains relationships with statewide agency partners, lead agencies, statewide associations, county offices of education (COE), school districts, charter schools, advocacy groups, institutes of higher education, nonprofit organizations, community-based organizations, and other entities to support the work of the Community Engagement Initiative and System of Support
- Supervises, trains, and evaluates assigned personnel for the purpose of ensuring 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

Master's degree in an education-related field from an accredited college/university is required.

EXPERIENCE

A minimum of four years leading community engagement, capacity building, coaching and systems improvement efforts at a school district, county office of education, or other commensurate educational context is required.

KNOWLEDGE OF:

- California policy context, including Local Control Funding Formula (LCFF) policy, the Local Control and Accountability Plan (LCAP) process, and California Education Code related to the California Collaborative for Educational Excellence and the Statewide System of Support
- Improvement Science Methodologies and associated theory (e.g., organizational psychology, Deming's System of Profound Knowledge, Carnegie's Six Principles, Total Quality Management)
- Title I, II, III and other federal funding-related improvement planning initiatives
- High leverage community engagement strategies for education -focused state agencies, local educational agencies, nonprofits, and community partners
- Standard practices for engaging local, state, and national news media
- Providing leadership, professional development in instructional practices, and coaching regarding supports for culturally and linguistically diverse learners, English learners, and students with disabilities
- Organizing and leading large-scale professional development and learning activities
- Organizational operation including school districts, COEs, charter schools, advocacy groups, civil rights groups, philanthropic groups, and the media
- Principles and practices of management, supervision and staff evaluation
- Basic budgetary practices.

SKILLS AND ABILITY IN:

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
- 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.

FACILITATION

- Develop and implement agendas, meeting facilitation guides, and presentations
- Facilitate large, cross-agency meetings with statewide agency partners and lead agencies
- Coordinate, schedule, and manage in-person and virtual meetings.

STAKEHOLDER SUPPORT

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

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 15 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