

YUBA COUNTY OFFICE OF EDUCATION
Certificated Management Job Description

DIRECTOR OF CALIFORNIA COMMUNITY SCHOOL PARTNERSHIP PROGRAM

DEFINITION:

Under general direction and guidance of the Executive Director of Educational Services, the Director of California Community School Partnership Program leads, plans, develops, and directs the delivery of support and assistance to Local Educational Agencies (LEAs) and schools in Yuba County in the development and implementation of efforts to improve and sustain community schools under the California Community Schools Partnership Program (CCSPP) Initiative, a “whole child” school improvement strategy where LEAs and schools work closely with teachers, students, families, and the community. This position directs efforts to facilitate the growth of partnerships between county offices of education, districts, schools, community agencies, and local governments to align community resources to improve student outcomes and provide an integrated focus on academics, health and social services, youth and community development, and community engagement. Performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Executive Director of Educational Services

SUPERVISION OVER:

- California Community School Coordinator
- Program Assistant
- Program Specialist

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Leads staff in the identification of resources, development of partnerships, and delivery of technical assistance and support to LEAs in Yuba County.
- Promotes and supports the effective implementation of the California Community Schools Frameworks.
- Directs and leads staff in collaborating with LEA partners to develop tools and resources that support the planning, implementation, and expansion of community schools and the community leadership structures necessary to grow and sustain them.
- Ensures the development of CCSPP data collection processes within Yuba County districts and schools.
- Provides leadership in the development of coaching, and effective supervision of community schools staff to ensure the RTAC provides high-quality supportive services.
- In collaboration with the RTAC consortium, develops and implements a plan to support LEAs in their work to create, improve, and sustain community schools

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initiatives aligned with CCSPP.

- Facilitates efforts amongst partnering agencies to share best practices, build capacity, maximize engagement, develop and implement inclusive processes, coordinate services, and maintain communication between CCSPP partners.
- Identifies funding opportunities and leads the development of grants and the procurement of resources to support the implementation of sustainable CCSPPs within Yuba County.
- Develops and fosters partnerships with LEA teams within the county and region.
- Collaborate with program partners and community-based organizations, supports the design and implementation of Community Schools Community of Practice to enhance integrated school supports, expanded learning, collaborative leadership, and family/community engagement.
- Identifies LEA professional learning needs and provides targeted technical assistance.
- Collaborate with partnering agencies, leads the coordination and facilitation of related leadership team meetings; gathers, analyzes, and shares data to support the continuous improvement of technical assistance; ensures adherence to contract requirements, including completion of deliverables, and reporting.
- Supervises and evaluates the work of assigned staff members.
- Develops, writes, and implements grant programs approved by the Deputy Superintendent.
- Develops, implements, and approves budget decisions such as but not limited to expenditures, budget transfers, and similar fiscal processes.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Bachelor's degree in Psychology, Social Work, Child Development, Juvenile Justice or related discipline is required.
- Valid California Administrative Services Credential.
- Three years' work experience working directly with juvenile justice and at-risk or gang affiliated youth.
- Experience successfully writing, developing, and implementing grant programs.

Knowledge of:

- Research-based programs to support the whole child; Multi-Tiered Systems of Supports (MTSS), Positive Behavioral Intervention and Supports (PBIS) and restorative practices.
- Academic and social and emotional learning research, evaluation, strategies,

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theories, techniques, and methods of instruction and assessment.

- Current trends and best practices regarding educational equity, family and community engagement and inclusivity.
- Strategies to increase equity and access for all students; methods to support and meet the needs of a diverse population of students, which includes students with disabilities, multilingual learners, and other priority student populations.
- Behavioral and education based mental health needs of students.
- Effective staff development methods; principles of adult learning theory and practices; teaching and assessment best practices; diverse cultural, educational, and social needs of students and adults; group dynamics and facilitation techniques.
- Principles and best practices related to educational data collection and data-driven decision making; effective communication and collaboration methods and strategies.
- Relevant State and Federal laws, regulation and procedures.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Represent the County Office of Education at various meetings, conferences and public events.
- Accept and carry out responsibility for direction, control and planning.
- Communicate effectively in both oral and written form; read, understand and follow instructions.
- Analyze, evaluate and assimilate complex technical data and administrative problems and prepare sound policy and procedural recommendations based on such information. Interpret and administer statutes, regulations and policies and analyze and evaluate administrative and technical literature.
- Develop and maintain sound personal and professional relationships with a wide range of people.
- Adapt to changing program/department needs.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community members; and promote a harassment-free environment.
- Read, interpret, and follow pertinent federal, state and local laws, codes and regulations including administrative and department policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.

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- Prepare comprehensive narrative and statistical reports.
- Plan, develop, implement, and evaluate education programs.
- Plan, develop and conduct workshops and training sessions.
- Ability to effectively transmit knowledge and skills to others.
- Develop measurable goals and objectives, set priorities and evaluate progress toward achievement.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.

Physical Requirements:

- Bending at the waist, kneeling or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or hand truck or cart to lift 50 pounds or more. Requires two or more persons to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings. This is an itinerant position, and employee must be self-sufficient with regards to travel to school sites, districts, and agencies to provide services.

Licenses and Certificates:

- Valid Administrative Services Credential
- Valid California Driver's License
- The availability of an automobile with liability coverage

Clearances:

- Criminal Justice Fingerprint Clearance

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- TB Clearance

Employee Classification: Certificated Management

Salary Range: Certificated Director

Approval Date: March 11, 2026

The job description is not intended to be an exhaustive list of all the duties, knowledge, or abilities associated with this classification, but it is intended to accurately reflect the principal job elements.