

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III – Community Schools and Engagement

BASIC FUNCTION:

Under the direction of the assigned supervisor, oversees, evaluates, and ensures the provision of technical assistance and supports related to Community Schools and School Engagement; coordinates countywide efforts to increase training and support to educators in the area of community schools, school engagement including family engagement and attendance; plans, implements and evaluates Community Schools for diverse student populations; supervises technical assistance, professional development, and physical health and wellness related direct services; supervises and evaluates the performance of assigned personnel; oversees initiatives to address strategies regarding transformative school practices; and performs related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversees the implementation of Community Schools and Engagement initiatives at schools and partnering agencies;

Develops and prepares the annual preliminary Community Schools and Engagement budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; monitors revenue projections.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions.

Communicates with other administrators, directors, personnel, and outside organizations to coordinate partnerships, activities, and programs, resolve issues and conflicts and exchange information as it relates to community schools and engagement.

Assists the Grants, Partnership and Operations Department in grant preparation and submission of statewide grants; monitors the daily operations of grants related to Wellness Centers.

Writes, oversees, and manages Youth Health and Wellness grants as assigned.

Supervises and evaluates assigned classified and certificated personnel.

Attends and conducts a variety of meetings as assigned for the Youth Health and Wellness Department; serves on a variety of related committees.

Provides regional technical expertise, information, and assistance to district and school Community School staff and administrators.

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Develops and maintains partnerships with a wide variety of public and private agencies to support Community School transformation.

Provides technical assistance to counties, districts, and schools included but not limited to provision of training, coaching, professional development, and related opportunities.

Serves as regional support for Community Schools implementation.

Provides technical expertise, information, and assistance to the Assistant Superintendent, regarding Community Schools and Engagement; assists in the formulation and development of policies, procedures, and programs as it relates to Community Schools and Engagement; recommends proper organization structure for assigned programs and functions.

Represents the SCCOE and attends work groups, conferences, departmental and interdepartmental meetings throughout the state of California as assigned (and outside California as needed); provides expertise and technical assistance as needed; attends and participates in Santa Clara County Office of Education meetings and events.

Plans, organizes, and implements long and short-term programs and activities designed to develop programs and services related to Community Schools and Engagement.

Prepares and maintains a variety of narrative and statistical reports, records and files related to assigned activities; collects and analyzes qualitative and quantitative data to assess and evaluate overall effectiveness; ensures data collection, analysis, evaluation, and reporting of the individual and county-wide impact of services on students and families in the areas of Community Schools and Engagement.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

California Community Schools Framework;
School Attendance Review Board Process;
Community engagement strategies and partnerships;
Regulations related to confidentiality and sharing of information between agencies and schools;
Grant writing and identifying deliverables;
Principles and practices of organizational leadership, including the ability to lead change process;
Technical aspects of field of specialty;
Program management and implementation guidelines;
Collecting and assembling data to generate reports;
Budget preparation and control.

ABILITY TO:

Direct and evaluate the performance of assigned staff;
 Communicate effectively both orally and in writing;
 Design training and presentations tailored to different and unique audiences;
 Speak and present to groups, facilitate meetings, training programs, and development discussions;
 Synthesize information, strategically align functional areas and business needs to develop actionable content, recommendations, and results;
 Interpret, apply, and explain rules, regulations, policies, and procedures;
 Operate a computer and assigned office equipment;
 Meet schedules and timelines;
 Work independently with little direction;
 Plan and organize work;
 Prepare comprehensive narrative and statistical reports;
 Direct the maintenance of a variety of reports, records and files related to assigned activities;
 Travel to different county offices, school districts and schools across California (and outside California as needed).

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
 Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
 Demonstrates emotional intelligence;
 Models inclusive, effective, and authentic communication;
 Applies knowledge of the intersectionality of race, equity, and inclusion;
 Builds and sustains positive, trusting relationships;
 Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a master's degree in education, public administration, counseling, social work or related field and a minimum of five (5) years of school site and/or district level administration experience is required.

Knowledge of, or experience working with the community school's framework including integrated student supports, family and community engagement, collaborative leadership and practices for educators and administrators, and extended learning time and opportunities for youth.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
 Valid Pupil Personnel Services Credential or Teaching Credential
 Valid California Driver's License

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment
 Driving a vehicle to conduct work.

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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 .

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Approved: Larry Oshodi Date
 Assistant Superintendent-Personnel Services

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Authorized: Mary Ann Dewan, Ph.D. Date
 County Superintendent of Schools

Revised 5/20/23 Title changed from Director II to Director III; duties updated.