

# **Sacramento County Office of Education Job Description**

## **Classification Title: Coordinator, Statewide Community Schools Initiatives**

### **DEFINITION**

Under general supervision, coordinates the activities of the State Transformational Assistance Center (STAC), and directs the alignment of resources and technical assistance to support the eight statewide Regional Technical Assistance Centers (RTACs) in the development and implementation of strategies to improve and sustain the California Community Schools Partnership Program (CCSPP) initiative; advances a whole-child approach that address barriers to learning and improves responsiveness to student, family, and community needs; performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

Technical and clerical staff as assigned.

### **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 classification.)

- Coordinates, develops, and delivers technical assistance and support to the eight RTACs and CCSPP grantees across the state;
- Promotes and supports the effective implementation of the California Community Schools Frameworks;
- Supports RTACs and LEAs in the design and facilitation of community asset mapping, gap analysis practices, and integrating and aligning connections between community schools and other statewide initiatives;
- Collaborates with RTACs 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;
- Assists in planning and co-facilitating STAC advisory meetings;
- Develops guidance and tools to support RTACs in the creation and sustainability of site-based and LEA-based advisory councils which include participation from diverse groups including students, families, educators, and community partners;
- Monitors and supports the implementation of authentic shared decision making across advisory councils;
- Provides technical assistance to support CCSPP data collection processes across the state;
- Builds RTAC capacity to analyze regional community school implementation data to improve technical assistance in the region;
- Provides support to RTACs in the development and implementation of sustained professional learning efforts including design and facilitation of professional learning communities;
- Designs and delivers relevant professional learning;

- Coordinates with internal and external partners to plan and carry out annual conference to support the implementation and sustainability of community schools;
- Develops tools and facilitates collaboration across internal and external program partners to embed strategies for an integrated systems approach;
- Ensures opportunities for program partners to provide feedback, reflection and evaluation aligned to funding requirements and expected outcomes of the CCSPP and RTACs;
- Cultivates, identifies, and promotes resources to create a safe, healthy, and culturally relevant and inclusive environment for students;
- Monitors adherence to contract requirements, including completion of deliverables and reporting;
- Provides support to RTACs in developing assessment instruments to measure and evaluate the effectiveness of CCSPP implementation and the services provided;
- Monitors implementation and effectiveness of technical assistance and support provided to RTACs;
- Assists RTACs with development and coordination of communities of practice;
- Selects, trains, supervises, and evaluates the work of assigned staff.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

- Possession of a valid California Teaching or Pupil Personnel Services Credential and a bachelor's degree in education or a related field;
- Experience providing regional or statewide technical assistance in the planning, development and implementation of a community school; in the design and delivery of professional learning; and four years working in a public education setting.

### **Knowledge of:**

- State standards and frameworks;
- Effective strategies to align whole-child educational supports and services;
- Current trends and best practices regarding educational equity and inclusivity;
- Methods and techniques to deliver technical assistance;
- Effective professional learning strategies and best practices;
- Adult learning theory;
- 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;
- Educational and community resources and services;
- Diverse cultural, educational, and social needs of students and adults;
- Group dynamics and facilitation techniques;
- Applicable laws, codes, regulations, policies and procedures related to assigned activities;
- Principles and best practices related to educational data collection and data-driven decision making;
- Principles and practices of effective project management, including day-to-day operations and long-term project development;
- Principles of budget and grant management;

- Methods of effective supervision including personnel selection, training, observation, assessment, and evaluation practices;
- Standard office equipment, software applications, and video-conferencing platforms.

**Skill and Ability to:**

- Provide coordination, direction, and positive leadership;
- Engage staff and educational partners in collaboration, team participation, creative problem-solving, conflict resolution, and group planning;
- Identify related resources and provide technical, specialized, consultative, advisory and planning services;
- Collect, analyze, and interpret data to support continuous program improvement;
- Guide educational partners in the collection and analysis of data to improve student outcomes;
- Develop measurable goals and objectives, set priorities, and evaluate progress toward achievement;
- Assess the effectiveness of school, district, and region-wide programs;
- Organize and prioritize work;
- Exercise a high degree of judgment and utilize various strategies in working with a variety of people;
- Model strong interpersonal skills using tact, patience, courtesy, and culturally appropriate supports;
- Establish and maintain cooperative and effective working relationships with individuals and groups from various cultural and socioeconomic backgrounds;
- Communicate accurately and effectively in both oral and written form with individuals and groups from diverse backgrounds;
- Plan, develop, and conduct professional learning;
- Effectively transmit knowledge and skills to a variety of educational and community partners;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;
- Integrate the use of technology to enhance job performance;
- Supervise and manage the work activities of assigned staff;
- Develop and document processes and procedures, and maintain required records;
- Operate standard office equipment and use standard software applications, including video-conferencing platforms.

**Other Characteristics**

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.