

## **Willows Unified School District Job Description**

**Position Title:** Director of Community Schools

**Classification:** Certificated Management– 225 Days

### **Basic Function:**

Under the direction of the Superintendent, the Director of Community Schools will implement the four pillars of Community Schools (Integrated Student Supports, Expanded and Enriched Learning Time and Opportunities, Family and Community Engagement and Collaborative Leadership and Practices) throughout all WUSD sites. They will ensure the alignment with the California Community Schools Partnership Program, the Expanded Learning Opportunities Program and ASES grant requirements. This role builds partnerships and systems to support student success and acts as a bridge between families, schools, and the community.

### **Essential Duties and Responsibilities**

#### **Leadership & Strategic Planning**

- Lead the planning, development, implementation, and continuous improvement of the district's Community Schools strategy.
- Facilitate cross-department and cross-agency collaboration to align resources and services around student and family needs.
- Coordinate with site administrators and community school teams to implement action plans rooted in equity and continuous improvement.
- Ensure all program elements align with district goals and the California Community Schools Framework.
- Provide CTE leadership and coordination to include collaboration with district, business and industry leaders, and other community stakeholders in curriculum and instructional program planning (e.g. Perkins, CTEIG)

#### **Integrated Student Supports**

- Identify and coordinate partnerships to provide health, mental health, behavioral, and social services.
- Coordinate the district's wellness programs
- Establish referral and service delivery systems to ensure students receive timely support.
- Utilize data to identify student needs and evaluate the effectiveness of services.
- Promote trauma-informed and restorative practices across school communities.
- Oversee the district's independent study program.

## **Expanded and Enriched Learning Time and Opportunities**

- Oversee the planning, implementation, and evaluation of before school, after school, summer school (K-12), and intersession programs funded through ELOP and ASES.
- Ensure enrichment programs are engaging, culturally responsive, and aligned with student interests and academic goals.
- Develop sustainable staffing models and professional development for program staff.
- Ensure compliance with ELOP and ASES program requirements, including attendance tracking, safe environments, and academic support.

## **Family and Community Engagement**

- Develop and implement systems that ensure meaningful engagement of families as partners in their children's education.
- Create structures for regular two-way communication between schools and families.
- Coordinate family leadership opportunities, workshops, and events that build family and community capacity.
- Cultivate partnerships with local organizations, agencies, and stakeholders to meet school and family needs.
- Serve as the District's SARB coordinator

## **Collaborative Leadership and Practices**

- Build site-based leadership teams that include administrators, teachers, families, students, and community partners.
- Support shared decision-making processes and inclusive governance structures at each Community School.
- Provide coaching and technical assistance to school leaders and staff to promote a collaborative culture.
- Facilitate professional learning communities focused on the Community Schools strategy.

## **Grants Management & Compliance**

- Monitor and manage Community Schools, ELOP, and ASES budgets and expenditures in accordance with state, federal, and local requirements.
- Ensure all programmatic and fiscal reporting is accurate and submitted on time.
- Write and submit grant applications and renewal documents.
- Lead program evaluations and present findings to stakeholders, including the school board and advisory councils.

## **Other Duties as Assigned**

## **Qualifications**

### **Required**

- Bachelor's degree in education and administrative services credential

- Minimum 3–5 years of experience in educational leadership, community schools, expanded learning, or related fields.
- Experience managing programs with multiple stakeholders, including community-based organizations and families.
- Demonstrated commitment to equity and whole-child development.

### **Preferred**

- Knowledge of California's Community Schools Partnership Program, ELOP, and ASES regulations and goals.
- Bilingual skills.

### **Knowledge, Skills, and Abilities**

- Strong knowledge of the Community Schools framework and implementation practices.
- Ability to lead strategic initiatives and manage change.
- Effective communication, facilitation, and consensus-building skills.
- Strong analytical, project management, and organizational skills.
- Ability to build authentic relationships with diverse stakeholders.
- Cultural humility and sensitivity to community needs.

### **Working Conditions**

- Office and school site environments.
- Regular travel between school and community sites.
- Occasional evening and weekend meetings/events.