

9/11/25

Director of Instructional Support Services // Director of Community Schools

Goal #1 | Establish a high-performing District culture with Quality Teaching and Learning

Expanded Learning Opportunities Program Plan |

- ☐ After school program
 - ☐ Going strong, We have a wait list and are in the process of hiring new instructors to handle the students we have and hope to add another section to accommodate the students on the wait list.
- ☐ SPARK staff we are looking to strengthen
- ☐ Independent Study | We have 10 students in LTIS and one currently pending.

Goal #3 | The schools and District will develop and maintain a systematic method for partnering with students, parents, county resources and community members to improve student engagement

Community Engagement

- ☐ We are looking to hire, through our CCSPP grant two [Community Parent Liaisons](#). (Attachment 1)
- ☐ Due to budget constraints we are getting creative in meeting our students' needs.
 - ☐ Amending the contract for the [CSSC](#) (attachment 2) to extend to the role of Site Coordinator for community school events. (see attached addendum) this is going through the Union approval process and hopefully will be in front of you at the next board meeting.
 - ☐ Hiring one more Wellness coach to cover WIS
 - ☐ Hiring one more CSSC also for WIS.
- ☐ Community outreach- On 8-26 I was invited by Shasta College, North State Together and Glenn2Greatness to share our county wide vision at the California Department of Finance's annual meeting. It was an amazing opportunity to get our rural voices heard. The panel was 17 members strong, the members asked insightful questions and were generally curious as to how our funds are being utilized by the district. I have the unique experience of having knowledge regarding CTE, CCSPP, ELOP and SPARK as well as personal experience Non-profits and the use of State grants. I have provided links to a photo of most of the group, the guide and agenda we were given.
 - ☐ [Group Photo](#) = Attachment 3
 - ☐ [DOFPLI Agenda](#) = Attachment 3
- ☐ We had the ear of the Dept of Finance who informs the Governor on how to spend the money. It was an amazing opportunity to boast on what we are accomplishing.

(This concludes my report. Are there any questions? Thank you.)

Attachment 1: Job Description:

Class Title: Temporary Grant-Funded Bilingual Community Outreach Liaison

Classification: Range 37

Basic Function

Under the general supervision of the Director of Community Schools, the Bilingual Community Outreach Liaison fosters authentic family and community engagement consistent with the California Community Schools Partnership Program (CCSPP) framework. This position prioritizes building trusting, racially-just, relationship-centered connections between schools, families, and community partners to remove barriers to learning, enhance student wellness and academic achievement, and sustain collaborative leadership structures outlined in the WUSD Implementation Plan.

Representative Duties

Community Outreach & Engagement

- Conduct home visits, electronic outreach, and in-person meetings to connect with historically marginalized families and encourage participation in school and district events, including ELAC, DELAC, SSC, and Community School Advisory Committees.
- Facilitate community events, service-learning projects, and culturally relevant family programs to foster belonging and strengthen classroom-community connections.
- Build partnerships with local organizations (e.g., Northern Valley Indian Health, Glenn County Behavioral Health, food banks, recreation programs) to address student and family needs for wellness, mental health, and social services.
- Support the district's communication strategy by developing bilingual newsletters, social media updates, and outreach materials that align with CCSPP goals.

Integrated Student and Family Supports

- Provide direct referrals and warm handoffs to community resources for health, dental, vision, food, clothing, and mental health services.
- Collaborate with school staff (counselors, wellness coaches, administrators) to track and respond to barriers to attendance, wellness, and academic success.
- Assist in data collection for needs assessments, surveys, and focus groups to ensure programs are responsive and equity-centered.

Leadership & Continuous Improvement

- Serve as a liaison between families and governance structures (SSC, LCAP Advisory, Community School Advisory), ensuring shared decision-making and transparent communication.
- Assist in coordinating workshops and parent training on culturally relevant topics, mental health awareness, academic support, and civic engagement.
- Participate in continuous improvement cycles by collecting and analyzing family engagement and program participation data; report findings to site and district leadership.

Translation & Communication

- Provide translation and interpretation as needed to support communication between families and school staff.
- Ensure accessibility of outreach materials and events for both English- and Spanish-speaking families.

Knowledge and Abilities

- Deep understanding of CCSPP framework pillars: Integrated Student Supports, Family & Community Engagement, Collaborative Leadership, and Expanded Learning Opportunities.
- Knowledge of culturally responsive engagement practices and ability to work empathetically with diverse families, including Spanish-speaking communities.

- Skills in community organizing, outreach, and relationship-building with educational partners and local organizations.
- Ability to use technology platforms (ParentSquare, Google Workspace) for communication and data tracking.

Education & Experience

- High school diploma or equivalent, plus either:
 - 2 years of college (48 units), and/or
 - Associate's degree (AA) or higher, and/or
 - Passing score on district-administered assessment demonstrating equivalent knowledge.
- Demonstrated bilingual/biliterate skills in English and Spanish.
- Experience in family engagement, community outreach, or social services preferred.
- Familiarity with rural community resources and barriers faced by socioeconomically disadvantaged families is desirable.

Licenses & Other Requirements

- Valid California Driver's License.
- Willingness to travel to multiple school sites and community locations.

Work Environment

Primarily school and district office settings, with frequent fieldwork including **community events, home visits, and partner site meetings**. Direct contact with students, families, staff, and community partners is expected.

NOTES:

Key Alignment to CCSPP

- Racially-just, relationship-centered approach: Builds trust and values cultural assets of families.
- Shared decision-making: Integrates families into advisory councils and continuous improvement.
- Community-based learning connections: Supports partnerships that enhance hands-on, real-world opportunities for students.
- Sustainability: Contributes to long-term funding strategies and integration of services across schools and district priorities.

Side-by-Side Comparison

Current Bilingual Parent Liaison

Focused primarily on parent contact and school-based engagement (e.g., ELAC, SSC, parent meetings).

Provides information on district policies and helps with registration, curriculum, and assessments.

Supports teachers with classroom-based parent involvement.

Facilitates explanation of school goals to parents.

Proposed Bilingual Community Outreach Liaison (CCSPP-Aligned)

Expands to community-level outreach (local agencies, non-profits, health services) to integrate wraparound support.

Coordinates partnerships for student/family services (mental health, dental, food security, afterschool programs).

Supports school-community events and service-learning opportunities, creating authentic engagement beyond the classroom.

Advocates for community voice in shared governance (Community School Advisory Councils, LCAP input).

Translates and interprets as needed.

Maintains bilingual communication across multiple platforms (newsletters, social media, outreach campaigns).

Primarily reactive to parent inquiries.

Proactive in identifying family needs through assessments and outreach, aligned with CCSPP's continuous improvement model.

Proposal Summary: Addition of One Community Schools Site Coordinator (CSSC)

Purpose

- Strengthen implementation of the **California Community Schools Partnership Program (CCSPP)** grant.
- Ensure equity of services and compliance across all WUSD sites.

Proposal

- ✓ **Add one additional CSSC** (funded through CCSPP grant).
- ✓ **Adjust duties** of all CSSCs to explicitly include CCSPP-aligned responsibilities.

Key Duties (Additions to Current Role)

- **Grant Implementation & Compliance**
 - Coordinate site-level CCSPP initiatives.
 - Ensure timely reporting and alignment with LCAP/site plans.
- **Data Collection & Accountability**
 - Track student participation, wellness engagement, and family involvement.
 - Maintain required documentation for CCSPP compliance.
- **Expanded Partnerships**
 - Collaborate with Northern Valley Indian Health (NVIH), local agencies, and businesses.
 - Build enrichment, career, and wellness opportunities.
- **Academic Integration**
 - Support teachers in project-based learning and Career Technical Education (CTE).
 - Ensure access for at-risk and underrepresented student groups.
- **Family & Community Engagement**
 - Lead **Community Schools Advisory Councils**.
 - Organize Parent Cafés, workshops, and community forums.
 - Strengthen family communication (newsletters, social media, direct outreach).

Fiscal Impact

- Position **fully funded through CCSPP grant**.
- No additional cost to WUSD's general fund.

Anticipated Outcomes

- Greater equity of services across school sites.
 - Stronger **student wellness, academic, and enrichment support**.
 - Increased family engagement and community partnerships.
 - Compliance with CCSPS accountability and reporting requirements.
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Future Recommendation

The Board is asked to approve:

1. **One additional CSSC position.**
 2. **Adjustment of CSSC duties** to align with CCSPS goals and compliance.
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Attachment 3:
California Dept of Finance Presentation:



Department of Finance
Policy Learning Institute

Overnight Site Visit to North State Collaborative

Tuesday, August 26, 2025 - Wednesday, August 27, 2025

Tuesday, August 26 Location: Shasta College Community Leadership Center (CLC) 1401 California St, Redding, CA 96001		
Time	Topic and Objectives	Speaker(s)
8:00am	Welcome, Carpool Assignments, Leave for Redding	Jay Schenirer , <i>Partner, Capitol Impact</i> Aaron Ramsay , <i>Program Manager, Capitol Impact</i>
11:15am	Welcome Panel: North State Together <i>Focus Topic: Current Structure and Future Sustainability</i>	Dr. Frank Nigro , <i>District Superintendent/President</i> Dr. Kevin O’Rorke , <i>Associate Superintendent & CEO North State Together</i> Billy Miller , <i>Dean of Extended Ed. & North State Together</i> Dr. Kate Mahar , <i>Associate Vice President of Innovation and Strategic Initiatives</i> Julie Carriere , <i>Director of Community Schools; Willows Unified School District</i> Christine Taylor , <i>Chair, Steering Committee; Glenn 2 Greatness; Glenn County Office of Education</i> Courtney Farrell , <i>Assistant Director, North State Planning & Development Collective, CSU Chico</i>
12:15pm	Lunch at CLC	
1:15pm	Tour of Medical and Dental Programs- Next Door to CLC at the Health Sciences Building	Dr. Zachary Zweigle , <i>Dean of Health Sciences</i>

1:45pm	CTE + Dual Enrollment Panel Credit for Prior Learning (CPL) Competency Based Education (CBE)	Tina Duenas , <i>Associate Dean of Library, Learning & Special Programs</i> Tabitha Miller , <i>Director of Early College Enrollment Programs</i>
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		Dr. Kate Mahar , <i>Associate Vice President of Innovation and Strategic Initiatives</i>
3:00pm	Engaging Justice-Involved Students	Dr. Tim Johnston , <i>Assistant Superintendent/Vice President of Student Services</i> Sandra Hamilton , <i>Dean of Student Services</i> Misti Hardy , <i>Student Success Coordinator (STEP-UP)</i> Crystal Burger , <i>Program Coordinator (STEP-UP)</i> Debbie Morris , <i>Butte County Office of Education, Liaison to Parole</i> Nick Hitchko , <i>Shasta County Probation Liaison</i> Lindsey Hewitt , <i>Tehama County Probation Liaison</i> James Chapman , <i>Student</i> Ricky Wallace , <i>Student</i> Amanda Wilkerson , <i>Student</i>
4:30 pm	Cohort Only Debrief	
5:00pm	Check in to Hotel	Hilton Garden Inn Redding , 5050 Bechelli Ln, Redding, CA 96002

6:00pm	Dinner	<i>Final Draft Brewing Company, 1600 California Street, Redding, CA 96001</i>
8:00pm	Return to Hotel	

Wednesday, August 27
Location: Shasta College Main
Campus

11555 Old Oregon Trail, Redding, CA 96003

Time	Topic and Objectives	Speaker(s)
7:00am	Breakfast at Hotel	
7:45am	Check out of Hotel	
8:00am	Travel to SC Main Campus 11555 Old Oregon Trail Redding, CA 96003	Administration Building 100 Mimi Koh to Greet Place luggage in Board Room 154
8:15am	Walk to CAL FIRE Regional Center	Dr. Frank Nigro , <i>District Superintendent/President</i>
8:30am	Shasta College Regional Public Safety Training Center	Dr. Frank Nigro , <i>District Superintendent/President</i> Mike Mari , <i>Dean of Development, Athletics, Physical Ed. & Safety (DAPS)</i> Donovan Lacy , <i>Director-Fire Technology & EMS Programs</i>

10:30am	CAL FIRE Training CENTER Tour	Keri Mathews , <i>Director-Contracts & Risk Management</i> Theresa Markword , <i>Associate Vice President-Facilities & Capital Construction</i> Keith Dietz , <i>Assistant Chief & Program Administrator for CAL FIRE Redding Training Center</i>
12:00pm	Lunch	Shasta College Main Campus Center Stage (Cafeteria)
1:00pm	Cohort Only Debrief	Main Campus Board Room, Room 154
2:00pm	Depart for Sacramento	
5:00 pm	Arrive in Sacramento	