

Position Description

Position: Director School Advancement	Board Approved: 5/13/25
Salary Grade: Certificated Administrative	FLSA: Exempt

Position Summary

The Director of School Advancement is a strategic and collaborative leader responsible for fostering school growth, innovation, and sustainability from elementary through high school graduation. This role ensures that every student is on a pathway to success by developing strong community partnerships, securing external funding, and promoting District initiatives. A key priority of this role is to help schools thrive beginning at the foundational level and to support school leaders in driving instructional and cultural excellence across all grade levels.

Essential Duties and Responsibilities

- Collaborate with academic and school leadership teams to support the development and strengthening of college, career, and life readiness pathways beginning in elementary school through graduation.
- Align advancement initiatives with school needs to ensure a continuum of support from PreK through 12th grade.
- Partner with curriculum, counseling, and CTE departments to expand access to high-quality programs that lead to graduation success and postsecondary options.
- Work directly with principals to support school-specific advancement strategies and ensure they have the tools, partnerships, and visibility needed to thrive.
- Identify and share promising practices from schools to scale innovation across the District.
- Lead District-wide advancement strategies that elevate teaching, learning, and leadership across all schools.
- Collaborate with District leadership to identify priorities and align advancement efforts with the District's strategic plan and student outcome goals.
- Develop long-term strategies for increasing external support through grants, sponsorships, and philanthropic investments.
- Cultivate and sustain partnerships with businesses, nonprofits, higher education institutions, and civic organizations to support student and school success.
- Engage community stakeholders in collaborative efforts to enhance school offerings and student services.
- Serve as a District ambassador at events, roundtables, and advisory groups that align with student pathways and school growth.
- Identify and pursue funding opportunities aligned with student and school advancement.
- Lead the writing, submission, and management of competitive grants.
- Monitor compliance and reporting to ensure the effective use of external funds and demonstrate impact.
- Collaborate with the Communications Department to promote District achievements, school innovations, and student success stories.
- Elevate the visibility of schools, especially high-performing or rapidly improving sites, through strategic storytelling and branding.
- Develop materials and campaigns to engage families, partners, and the public in District priorities.
- Use data to evaluate the effectiveness of advancement initiatives and school improvement strategies.
- Create reports and tools that highlight the progress of schools and the return on investment for partnerships and funded projects.
- Support schools in developing systems for tracking progress toward pathway milestones and graduation targets.
- Develop, implement and evaluate instructional programs to ensure alignment with District goals.

- Assess the quality and impact of instructional services to ensure effective teaching and learning.
- Identify, recruit and hire highly qualified staff to support the department's operational and instructional goals.
- Manage the department's budget, including oversight of expenditures, and preparation of reports to ensure efficient use of resources.
- Supervise and evaluate the performance of assigned staff.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

■ Knowledge and Skills

- Deep understanding of TK–12 and Adult education and the conditions needed for schools to thrive.
- Proven ability to build strong partnerships that support student achievement and well-being.
- Track record of supporting school leaders and teams with tools, resources, and strategic direction.
- Strong grant-writing, fundraising, and project management skills.
- Exceptional written and verbal communication abilities.
- Data-driven with a focus on continuous improvement and equity.

■ Abilities

- Demonstrates the ability to perform all essential functions of the position efficiently and effectively under general supervision, consistently supporting the role's objectives.
- Capable of learning, applying, and interpreting the District's organization, operations, policies, procedures, and rules accurately.
- Strong ability to interact with a diverse range of individuals, both formally and informally, within and outside of the school setting.
- Effective oral and written communication skills, including active listening, clarifying information, and facilitating group meetings.
- Ability to write complex reports and develop detailed program materials.
- Demonstrates the ability to work effectively in a multi-ethnic setting and, if necessary, communicate in a second language. Ability to supervise and evaluate staff, providing clear guidance and constructive feedback.
- Competence in planning, prioritizing, and assigning work to meet schedules and timelines, including managing complex projects and measuring performance outcomes.
- Leads and collaborates on school improvement initiatives, focusing on closing achievement gaps and enhancing overall student performance.
- Skilled in solving complex problems that involve assessing trade-offs, evaluating risks, and making decisions that impact staff and students.
- Ability to manage multifaceted projects and track progress against performance metrics.
- Skilled in conflict management- able to manage and resolve confrontational situations involving staff, students, and parents with professionalism and sensitivity.
- Able to work varying hours, including evenings and weekends, as needed.
- Actively participates in professional development opportunities to enhance skills and stay current with educational trends and best practices.

■ Physical Abilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Exchange information in person or on the telephone.
- Read a variety of materials.
- Operate equipment and perform the necessary functions of the position.

- Bend at the waist, kneel or crouch.
- Sit or stand for extended periods of time.
- Climb a stool/ladder and reach above shoulders.

▪ **Education and Experience**

Master's degree in Education, Educational Leadership, Public Administration, or related field (required). A valid Administrative Services Credential is required. A minimum of five (5) years of experience in education leadership, school improvement, strategic partnerships, or nonprofit advancement (required). Experience working in or with public school systems, especially in school support or turnaround roles (strongly preferred).

▪ **Licenses and Certificates**

A current California driver's license and proof of insurance are required.

▪ **Working Conditions**

Work is performed indoors and outdoors in an office/classroom environment where minimal, yet some health and safety considerations exist. Frequent visits to schools and partner organizations throughout the District. Occasional travel to represent the District at state/national conferences.