

SANTEE SCHOOL DISTRICT

DIRECTOR, COMMUNITY COLLABORATIVE

JOB SUMMARY

The Director, Community Collaborative, under the direction of the Assistant Superintendent, Human Resources & Pupil Services, is responsible for the implementation and coordination of all collaborative community activities that support students and families. The Director promotes the development of home and school partnerships, interagency cooperation and community development. The Director oversees the development of the Santee Collaborative capacity to assess student and family needs, and to design, implement and evaluate responsive, cooperative community outreach activities. The Director is responsible to ensure that the mission of the Collaborative is effectively realized. Other responsibilities and duties, as assigned by the Assistant Superintendent, Human Resources & Pupil Services are also performed.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

In concert and under the direction of the Assistant Superintendent, Human Resources & Pupil Services, implements all activities supporting the execution of the Community Collaborative Mission.

1. Advocate for the vision and mission of the Santee School District and the Santee Collaborative.
2. Confer with site administration for the development of site-based and district-wide parent and community engagement strategies.
3. Assist with the development of District-wide parent engagement policies.
4. Provide leadership in community development and interagency collaboration.
5. Build partnerships with community partners, including local community-based organizations, businesses, local government agencies, and other community groups with strong links to families in Santee.
6. Foster and promote community participation in leadership, ownership and decision-making with regard to community priorities.
7. Develop and implement district-wide parent engagement data collection instruments; monitor student achievement data and parent engagement outcomes alongside current parent engagement research, practice and innovation to inform district-wide decision making.
8. Serve as foster and homeless youth district liaison.
9. Identify our community's membership, capacities and strengths.
10. Plan and provide opportunities/forums for citizens to share their concerns and actively dialogue with their local education agency.
11. Identify and promote opportunities/additional potential resources that would improve students' academic outcomes, support community priorities and engage citizens in healthy lifestyle activities.
12. Engage district personnel in opportunities that explore shifts in the culture of our agency that would eliminate barriers to learning.
13. Coordinate a district referral system with on-site liaisons that link people with the services they need.
14. Foster and promote a sense of team among school personnel, community participants, agency personnel, volunteers and collaborative members.

EXAMPLES OF DUTIES AND RESPONSIBILITIES (cont.)

15. Provide assistance with linking collaborative programs and priorities with other agency reforms, both public and private, while keeping informed of similar regional, state and national efforts.
16. Improve opportunities for Santee students and their families to gain access to support services by helping them navigate the “system.”
17. Assist school personnel to connect with other health and human services and community development activities impacting Santee.
18. Manage grant activities, including submitting grant requests and reports related to funding for the Collaborative.
19. Develop, organize, and conduct presentations, workshops, and trainings for principals, teachers, and other district staff to strengthen their capacity for parent engagement.
20. Implement activities to market the Santee Collaborative, its mission activities and accomplishments.
21. Maximize reimbursement from MediCal Program and other funding opportunities.
22. Participate in the development of tools and supports for use in community development, and assist in the school/community usage of these tools.
23. Work collaboratively with agency executives, consultants and program staff to develop interagency agreements to support program activities.
24. Provide staff support to collaborative work groups to solve problems, find new ways of integrating services and promote institutional change.
25. Develop budget recommendations to assure the effective implementation of programs within the scope of responsibility.
26. Evaluate and provide oversight to programs funded by Santee Collaborative.
27. Coordinate and facilitate a strategic planning process for the Collaborative.
28. Provide administrative support and technical assistance to the Coordinating Council.

EMPLOYMENT STANDARDS

Education:	Possession of a Bachelor's Degree in public administration, psychology, health, education, social work, business or a related field. A Master's Degree is highly desirable.
Experience:	Appropriate experience working with children, families, community groups and public agencies.
Knowledge and Abilities:	Demonstrated, effective human relation skills; strong oral and written communication skills; experience working to develop collaborative working arrangements with community groups and governmental agencies; experience working with and respect for diverse cultures; skills in managing change; convening, facilitating, and listening; commitment to system reform in services to children and families; high energy; flexible; sense of humor.