

**SAN MATEO COUNTY OFFICE OF EDUCATION  
DIRECTOR, SCHOOL COMMUNITY PARTNERSHIPS, EDUCATIONAL SERVICES  
DIVISION**

**JOB SUMMARY:**

Under the direction of the Executive Director, Safe and Supportive Schools, Educational Services Division, the Director of School Community Partnerships will provide leadership in the development and coordination of programs to address the learning barriers for student success. This person will draw on resources across SMCOE to effectively support and collaborate with Local Education Agencies (LEAs) in developing a comprehensive system of support for students, families, and community organizations within California's Community Schools Framework. Additionally, the Director of School Community Partnerships will coordinate partnerships for services intended to support the four Community Schools Pillars; Integrated Student Supports, Family and Community Engagement, Collaborative Leadership and Practices, and Expanded Learning Time and Opportunities.

**ESSENTIAL DUTIES:**

- Support LEAs in conducting a needs assessment by working with district and school administrators, teachers, partner agencies parents, and students to identify barriers to academic success, gaps in services, and access to resources.
- Identify, engage, and recruit partners to offer programs and services for students and families based on the LEA's needs assessments.
- In collaboration with internal and external partners, support schools and districts with creating, strengthening and sustaining inter-agency partnerships and coordination of services to support students and families based on needs assessment priorities.
- Develop administrative agreements/MOUs with partners to provide services as needed.
- Assist LEAs in the development of continuum of services for students, families and community members
- Assist LEAs with information sharing protocols to develop effective and efficient referral processes to access community resources
- Create, strengthen, and maintain the bridge between SMCOE, LEAs, community-based organizations by creating opportunities for shared leadership and trust.
- Facilitate and provide leadership through collaboration in order to resolve related issues to service delivery, access, and coordination
- Assess for improvement and shared accountability across partnerships
- Communicate awareness of needs and trends within San Mateo County
- Facilitate the development and implementation of the Community Schools plan for San Mateo County
- Organize and facilitate relevant representative community advisory committees and help engage a broad coalition of community stakeholders
- Confer with county, state, and federal partners to stay informed of legislation and mandates, and to help LEAs with implementation of such mandates.
- Maintain regular communication with the California Department of Education (CDE), regional leads, and funders for purposes of grant development, reporting, and renewals.
- Manage project budgets, reports, and fiscal operations in collaboration with the Safe and Supportive Schools Department as needed
- Plans, organizes, and facilitates a county Community School Network (CSN), including district, school, and community partners, to engage in asset mapping, gap analysis,

professional learning, and action planning to ensure a coherent implementation of Community Schools, health services, and wrap around services for all students

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **KNOWLEDGE OF:**

- California Community Schools Partnership Program (CCSPP) Framework
- CASEL SEL Framework
- Dual Capacity-Building Framework for Family-School Partnerships
- Community Schools Models and Standards
- Common Core State Standards; familiarity with Next Generation Science Standards, and California Health Framework Standards
- Theory, principles, and current best practices in the area of child and youth development
- Multi-tiered systems of support (MTSS), trauma-informed and healing-centered practice, restorative justice approaches
- Technical assistance strategies, such as coaching, mentoring, and consulting.
- Principles and practices of effective project management, including day-to-day operations and long-term project development
- Community partner engagement and collaboration, including familiarity with medical billing and working with physical and mental health providers, social services, housing, and other county agencies serving families
- Knowledge of office equipment such as computer, printer, fax machine, photocopier
- Proficiency with standard *Microsoft Suite* software applications (Word, Excel, and PowerPoint) and Google Docs

### **SKILLS AND ABILITY TO:**

- Demonstrate strong leadership qualities and attributes, including the ability to be adaptable and responsive to change.
- Lead complex work and projects under high stakes conditions with confidence in a team environment.
- Demonstrate strong interpersonal skills and the ability to effectively collaborate with and motivate a team and partners.
- Build steady and trusted leadership at all levels.
- Convene planning teams, conduct meetings, and facilitate effective partnerships.
- Manage multiple projects and tasks.
- Plan, organize, administer, and document program activities.
- Train and provide work directions to others.
- Work evenings or weekends as needed to fulfill duties on occasion.

### **LICENSES AND OTHER REQUIREMENTS:**

- Minimum of five (5) years administrative experience working with educational programs and services; two years in a supervisory capacity.
- Valid Administrative Services Credential
- Possession of a valid and appropriate California driver's license; have a minimum required

insurance coverage as mandated by the state of California for operation of a vehicle

**WORKING CONDITIONS:**

The characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ENVIRONMENT:**

- Indoor and some outdoor work environment.
- Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Read printed matter and computer screens
- Ability to sit for extended periods of time, stand, stoop, bend, and walk
- Perform lifting, pushing and/or pulling of objects which normally does not exceed 50 pounds and is an infrequent aspect of the job
- Hearing and speaking to communicate within a normal range, give directive to small or large groups of people and exchange information in person and on the telephone