

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: COMMUNITY PARTNERSHIP COORDINATOR – FAMILY AND COMMUNITY ENGAGEMENT (FACE)

BASIC FUNCTION:

Under the direction of the Program Specialist for the Office of Family and Community Engagement, coordinate and manage local and regional partnerships; plan, organize and coordinate the creation of an Educational Foundation for the Elk Grove Unified School District (EGUSD).

ESSENTIAL FUNCTIONS:

Coordinate and manage partnerships with local businesses, mental health agencies, community organizations, faith-based organizations, non-profits, universities and philanthropic organizations.

Design, develop and implement an Educational Foundation for EGUSD.

Communicate, build and sustain strategic and authentic relationships with administrators, families, district personnel and outside organizations.

Provide educational resources to families and community partners to assist in promoting equity and diversity in support of maintaining a positive school culture and climate.

Create opportunities to collect feedback from family and community members through district level and neighborhood specific engagements.

Support district office and schools in developing strategies for community engagement.

Serve as District representative at community events and meetings.

Track and monitor the engagement work through the collection and sharing of data with stakeholders.

Manage and monitor complex budgets.

Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Oral and written communication skills.

Experience working with/for a non-profit entity or foundation.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, and policies of non-profits.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

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ABILITY TO:

- Train and supervise the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare and maintain comprehensive reports.
- Maintain consistent, punctual and regular attendance.
- The ability to effectively operate a computer keyboard
- The ability to effectively communicate in order to exchange and understand information
- The ability to read and analyze a variety of materials

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to a bachelor's degree and at least two years related experience involving activities and programs promoting family or community engagement OR a minimum of two years' experience working with a non-profit entity in a leadership capacity.

Grant writing experience preferred but not required.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.

BOARD APPROVED: April 4, 2019