



STOCKTON UNIFIED SCHOOL DISTRICT
Human Resources Department

TITLE:	Community Schools Partnership Specialist	REPORTS TO:	Coordinator of Community Schools, School Principal or designee
DEPARTMENT:	Student Support Services	CLASSIFICATION:	Classified
FLSA CLASSIFICATION:	Non-Exempt	WORK YEAR:	12 months
BOARD APPROVED:	1/21/2025	SALARY RANGE:	CSEA 821 / Range 62

BASIC FUNCTIONS:

This 5-year grant-funded position is responsible for facilitating the process of transforming a school into a full-service community school. The Community School Partnership Specialist (CSPS) works in partnership with the school leadership and governance, and community partners, to assess the school community's needs and assets, ensure efficient coordination of student and family support services, and support the creation of a learning environment that focuses on student achievement and wellness. The (CSPS) is an individual who can build coalitions and partnerships. The CSPS builds person-to-person and people-to-place relationships, developing the skills and will of parents and community leaders to take on leadership roles within schools and their communities.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from Coordinator of Community Schools, School Principal or designee.

REPRESENTATIVE DUTIES:

(Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or ability associated with this classification, but is intended to accurately reflect the principle job elements.)

ESSENTIAL DUTIES:

- Conducts ongoing needs assessments to identify gaps in integrated supports, programs, and services. **(E)**
- Develops and provides a variety of training to community school stakeholders, including a variety of parent advisory groups. **(E)**
- Utilizes data from needs assessments and identifies and cultivates new partnerships that address service gaps. **(E)**
- Collects, analyzes, and uses data to develop goals and plans. **(E)**
- Support school attendance initiatives and plan activities to increase student attendance. **(E)**
- Establishes, nurtures, and manages quality internal and external partnerships, creating an integrated service delivery system that supports student success and wellness. **(E)**
- Coordinates student and parent services meetings with various providers and school administration to ensure services are implemented successfully and efficiently. **(E)**
- Develops and administers student, parent, and staff surveys. **(E)**
- Presents written and oral reports. **(E)**

- Builds alliances and identifies resources among local community groups and agencies to support the community school initiatives. *(E)*
- Attends site-level, community, and District meetings as needed (i.e., SSC, ELAC, SARB, IEP, CARE, ETC.). *(E)*
- Coordinates and executes key community engagement events. *(E)*
- Actively recruits families to participate in activities and events. *(E)*
- Networks and collaborates with local organizations and community leaders. *(E)*
- Composes and distributes the school's weekly community school newsletter. *(E)*
- Maintain and regularly update the community school partnership social media platforms (i.e., Instagram, Facebook, etc.). *(E)*
- Regularly updates the school's activity calendar and maintains effective schedules of events. *(E)*
- Disseminates school-related communication to staff, students, teachers, parents, and community stakeholders (i.e., school events, field trips, announcements, etc.). *(E)*
- Prepares and post meeting agendas and disseminates minutes to stakeholders. *(E)*
- Confers and consults with school administrators, staff, and counselors regarding service referrals. *(E)*
- Collects information/documentation on designated students and parents from a variety of sources. *(E)*
- Plans and organizes work to meet schedules and timelines. *(E)*
- Maintains positive relationships with management, school leadership, parents, students, and teachers. *(E)*
- Communicates school procedures, requirements, standards, programs, and activities to community stakeholders (i.e., ELOP, Credit Recovery, AVID, IB, Summer School, etc.). *(E)*
- Assists families in the solution of problems that interfere with student success in school and community, directing families to appropriate agencies or other assistance. *(E)*
- Attends community meetings to represent the district. *(E)*
- Communicates the California Community Schools Partnership legislation as requested. *(E)*
- Utilizes tools for project management. *(E)*
- Collaborates with site and district staff to develop program sustainability plans. *(E)*

OTHER DUTIES:

Perform reasonably related duties as assigned.

QUALIFICATIONS

Knowledge of:

- California Community Schools Framework
- Current effective, research-based school community engagement strategies
- Assessment tools
- Child abuse laws and procedures

Ability to:

- Relate effectively to and demonstrate a receptive attitude toward students and parents of diverse cultural and socioeconomic backgrounds
- Communicate effectively orally and in writing with others
- Utilize a variety of computer operating and software programs
- Demonstrate strong organizational skills and attention to detail

- Utilize training to respond appropriately to emergencies
- Maintain professional confidentiality and accurate records
- Interpret, apply, and explain rules, regulations, and procedures.
- Work independently with little direction

Education and Experience:

Any combination of education, training, and/or experience equivalent to completion of an Associate's Degree and two years of experience in Parent/Family Engagement programs and/or Social Services

Licenses and Certificates:

Possession of a valid California Driver's License

First Aid and CPR certificates must be obtained within sixty (60) days from the date of hire

Fingerprinting through SUSD PD, Tuberculosis clearance.

ENVIRONMENT

Indoor and outdoor work environment

PHYSICAL DEMANDS

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment
- Dexterity of hands and fingers to operate a computer keyboard
- Sit and stand for extended periods
- See for purposes of reading printed matter with or without visual aids
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids
- Speak so that others may understand at normal levels and on the telephone
- Lift and/or carry up to 25 lbs. at waist height for short distances
- Reach overhead, above the shoulders, and horizontally, grasp, push, pull
- Bending at the waist, kneeling or crouching to reach materials