

FRESNO UNIFIED SCHOOL DISTRICT  
Position Description

<b>TITLE:</b>	Chief Engagement and External Partnerships Officer	<b>REPORTS TO:</b>	Superintendent
<b>DEPARTMENT:</b>	Superintendent's Office	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	December 16, 2020	<b>SALARY:</b>	E-32/Management Salary Schedule

**BASIC FUNCTION:**

Accountable for improving student achievement with special attention on English Learners and Special Education Students as part of the senior cabinet leadership team, the Chief Engagement & External Partnerships Officer will be a driving force creating a culture of collaboration and engagement with internal and external stakeholders, while ensuring the values of the organization are in alignment with the established mission and vision. Organize and direct a highly visible and proactive program extending to the District's employees, families, and community to ensure timely delivery of high-quality services. Design and direct innovative plans to develop and coordinate strategic efforts utilizing business, philanthropic, and community resources. Supervise and evaluate the performance of assigned personnel and provide clear, constructive feedback to improve staff effectiveness.

**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 abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Develop, plan and manage strategic partnerships between the District and businesses, government agencies, higher education institutions, and community organizations to provide families and students with the supports needed to be college and career ready. *E*

Build systems for public participation within the District governance, administration, and management to maximize the District's capacity to implement strategies that directly respond to the lived experiences of our most underserved students. *E*

Align strategic efforts, innovative thinking and business, philanthropic, and community resources. *E*

Promote the creation of streamlined grants development and management processes, expand capacity for resource development to significantly increase external funding, and provide enhanced capacity for management and compliance of all grants by leveraging existing State and Federal systems already established in the District. *E*

Supervise, evaluate and provide leadership for the strategic planning process, working in conjunction with the leadership across the schools and District, as well as community stakeholders; communicates the strategic plan internally and externally to garner support as well as monitoring the execution within the organization. *E*

Direct the development of a systemic outreach strategy for engagement with traditionally underrepresented and emergent communities. *E*

Design and direct plans for expanding partnership programs to garner additional input and resources and targets new partners based on district and school needs. *E*

Establish and cultivate effective working relationships with key District staff, governmental agencies, school districts, community groups and other resources in support of the District initiatives and to maximize visibility. *E*

Ensure compliance with applicable federal, state and local laws, rules and regulations; maintain and direct activities related to the District's safety and security efforts. *E*

Develop strategies and framework to support continuous learning. Ultimately responsible for creating organizational capacities, building a diverse culture and promoting a high performing district. *E*

Supervise and evaluate the performance of assigned staff on a regular basis and provide clear, constructive feedback to improve staff effectiveness; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Participate in the employment process for open positions; interview, select, recommend transfer, reassignment, termination, and disciplinary actions in assigned areas. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in social services, administration, education or related field; preferred master's degree in education or related field. At least five years increasingly responsible supervisory and/or management or related experience in area of specialty; five years experience in cultivating and sustaining strategic partnerships in support of schools and students.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Knowledge of public school administrative structures and challenges facing large, diverse, urban school districts.

Strategic planning and organizational development.

Strong interpersonal and leadership as well as coaching and mentoring.

Deep understanding of school-based and district structures that support engaged families.

Accurate budget preparation and control.

Principles and practices of administration, supervision and training.

Financial resource allocation and control.

Analytical and problem-solving abilities.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Labor relations laws and employee contracts.

District organization, operations, policies, objective and goals.

**ABILITY TO:**

Identify key issues and relationships relevant to achieving long range goals or vision.

Effectively lead an organization and a high-performing team.

Recognize and resolve conflicts or potentially controversial situations through diplomacy.

Develop, plan and implement long-range goals, establish priorities and organize resources.

Encourage diversity and mutual respect among team members and demonstrate compassion and sensitivity.

Engage with families and community in a culturally responsive manner.

Read, interpret, apply and ensure compliance with applicable rules regulations, policies and procedures.

Supervise and evaluate staff performance and support performance improvements throughout the organization.

Work confidentially with discretion.

Operate a computer and assigned office equipment.

Plan and organize work to meet schedules and timelines.

Write clear, concise reports, articles, and speeches in easily understood language.

Direct the maintenance of a variety of reports and files related to assigned activities.

Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and outdoor environments; constant work interruptions; driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; sitting or standing for extended periods of time; hearing and speaking to

exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E = Essential Functions***