



Job Description

POSITION TITLE: **Director III, Governmental Relations, Charter Schools, and Community Partnerships** **#6309**
Student Programs and Services
Administrative Council Salary Schedule
Range 01

SUMMARY OF POSITION:

Under the direction of the Deputy Superintendent of Student Programs and Services, performs responsibilities that include being a participating member of the management team and playing a significant role in decision making. The Director III of Governmental Relations, Charter Schools, and Community Partnerships, will play a critical role in shaping the educational landscape by fostering relationships, advocating for policies, and building partnerships.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree in Education, Public Policy, Communications, or related field. Possess a valid California Administrative Services Credential. Five years of progressive work experience in government relations, public affairs, and community engagement preferably in the education sector. Experience in working with a variety of agencies and other community resources. Knowledge of charters. Excellent communication, negotiation, and relationship-building skills.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Doctorate Degree. Possess a strong understanding of charter school laws, policies, and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- the purpose of County Office of Educations and each of its individual programs
- the establishment, operation, and accountability of charter schools
- modern management principles and practices, including personnel management, organizational development, budgeting, collective bargaining, procurement, and information processing
- various technologies, including computer software relevant to the role
- program evaluation methodologies and techniques for collecting, analyzing, and interpreting data to inform decision-making and improve program effectiveness

Ability to:

- lead, plan, set agendas, and coordinate/conduct meetings and trainings effectively
- supervise, guide, and evaluate staff to achieve organizational goals
- adapt to new software and utilize technology to enhance productivity and efficiency
- adapt and remain flexible in response to evolving program needs and changing priorities
- adjust strategies and approaches to achieve desired outcomes
- effectively convey complex information to diverse stakeholders
- build and maintain positive relationships with internal and external partners

Possess:

- a deep understanding of local, state, and federal education policies
- skills in creating, implementing, and enforcing policies and procedures to ensure compliance, consistency, and efficiency in program operations
- strong verbal and written communication skills
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

Government Relations:

1. Develop and maintain relationships with government officials, policymakers, and regulatory bodies at local, state, and federal levels.
2. Advocate for policies and initiatives that support the interests and needs of the educational community.
3. Monitor legislative developments and propose strategies to influence education-related legislation.
4. Meet with the County Office of Education departments and district superintendents to understand the needs specific to each.
5. Plan and host an annual State of Education event.
6. Plan and provide opportunities for elected officials, business leaders, community leaders, and others to tour San Joaquin County Office of Education programs.
7. Work with the California County Superintendents and other educational agencies to advocate for education.

Charter Schools:

1. Provide leadership and support to charter schools within the County, ensuring compliance with regulations and alignment with educational goals.
2. Facilitate communication and collaboration between charter schools, traditional public schools, and district administration.
3. Provide direction to charters petitioning the County Office of Education.
4. Meet with San Joaquin County Office of Education staff to analyze petitions from charter schools and prepare recommendations for the San Joaquin County Board of Education.
5. Oversee and facilitate annual site visits, board presentations, and charter oversight responsibilities.
6. Serve as the SJCOE liaison for state-wide and local charter support organizations.

Community Partnerships:

1. Cultivate and maintain partnerships with community organizations, businesses, and non-profits to enhance educational opportunities and support student success.
2. Coordinate outreach programs, volunteer initiatives, and community engagement efforts to involve partners in the educational process.
3. Collaborate with community leaders to address local needs and promote educational equity and inclusivity.
4. Coordinate and assist with industry and community tours of SJCOE programs.

ESSENTIAL TASKS:

1. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
2. Maintain current knowledge and interprets applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
3. Meet schedules and timelines.
4. Prepare reports as needed for program.
5. Maintain full knowledge of budgets and provides supervision of the fiscal functions.
6. Develop, update, and implement policies, procedures, rules, and regulations of SJCOE.
7. Serve as a member of the Administrative Council.
8. Assume additional duties and responsibilities as necessary assigned by the Superintendent of Schools
9. Supervise and evaluate staff.
10. Work independently with little direction.

11. Establish and maintain cooperative working relationships with others.
12. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
13. Communicate effectively both orally and in writing.

ESSENTIAL LEADERSHIP QUALITIES:

1. Is committed to continuous personal and professional development. Values and promotes educational and professional learning opportunities for others.
2. Embraces challenges, learns from feedback, and encourages innovative thinking and risk-taking. Advocates for continuous improvement in processes, products, and services.
3. Inspires others. Leads with empathy and understanding, recognizes the human aspect of leadership, and actively seeks, recognizes, and incorporates diverse perspectives.
4. Commits to the highest personal and professional standards for oneself and others, ensuring accountability at all levels.
5. Actively listens to the needs and concerns of others, engages with genuine curiosity. Effectively guides discussions and group activities, ensuring productive outcomes. Actively works to empower others. Maintains confidentiality.
6. Communicates openly, effectively, and honestly both orally and in writing, fostering trust and motivation toward common goals. Ensures clear, precise, timely communication, particularly in goals, expectations, and feedback.
7. Manages one's emotions and those of others effectively.
8. Analyzes situations accurately. Implements strategies that achieve goals, aligning team efforts with organizational values.
9. Builds a strong team culture, working effectively across departments to foster teamwork and mutual success.
10. Skillfully navigates change with confidence and composure.
11. Shows willingness to admit mistakes, share challenges faced and consistently demonstrates strong ethical values.
12. The ability to see that multiple perspectives and alternatives can coexist harmoniously rather than in conflict with one another. The ability to seek and explore a third alternative in which multiple perspectives come together.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff and the public.

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