

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description

TITLE:	District Community Schools Specialist	CLASSIFICATION:	Certificated Non Management (SCTA)
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9890	WORK YEAR:	190 Days
DEPARTMENT:	Assigned School Site	SALARY:	Program Specialist and School Social Worker Annual S1A/N21
REPORTS TO:	Executive Director of Student Support and Health Services	HR APPROVAL:	1-26-24
		CABINET APPROVAL :	11-28-23

**BASIC FUNCTION:**

Under the direction of the Executive Director, Student Support and Health Services or designee, the District Community Schools Specialist (DCSS) is responsible for the integration, alignment, coordination, and monitoring of the systemwide community school (CS) strategy in accordance with California Community School Partnership Program (CCSPP) grant requirements.

- Support site CSS with coordination of the needs and asset assessments and listening projects. E
  - Assist the CSS with identifying existing resources in the community and the district to fill identified gaps. E
  - Coordinate the CSAC to analyze data from site needs and assets assessments including synthesizing and preparing data and reports to facilitate analysis. E
  - Coordinate needs and resources assessment activities on an ongoing basis, employing a variety of strategies and including a broad cross-section of stakeholders. E
2. Using such data to inform, and implement, strategic plans:
- Build high-functioning problem-solving teams for identified needs. E
  - Match schools with high-quality community partnerships and district resources that meet identified needs and support student achievement. E
  - Provide technical assistance and support to CSS with implementing a menu of strategic programs and services according to the priorities identified by the CSIT. E
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- Facilitate communication and relationship building with community partners, key stakeholders and volunteers including representing the District in regional groups or relevant coalitions and advocacy activities to promote the initiative. E
- Participate in district and other relevant professional learning and training sessions. E
- Assists in interpreting the programs and goals of the school district to the community. E

**TRAINING, EDUCATION, AND EXPERIENCE:**

Experience coordinating programs, grants, conducting needs/asset assessments is preferred. Experience collecting, analyzing, and presenting information and data to diverse audiences is preferred. Experience building, facilitating, and leading high functioning adult teams is preferred. Bachelor's degree from an accredited university in education, social work, health or related field. Master's degree preferred. Experience coordinating comprehensive programed f

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Flexible schedule - Ability to adjust work day schedule to work evenings and/or weekends to participate in district meetings and community engagement activities as needed; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and to exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see and