



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1t

**Meeting Date:** June 5, 2025

**Subject:** Approve Job Descriptions

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Human Resources Services

**Recommendation:** The recommendation is to approve new and/or revised job descriptions.

**Background/Rationale:** The District has a need to ensure that job descriptions are updated or new job descriptions created in order to meet evolving needs. As a reminder, as part of an updated process, moving forward, job descriptions will be brought to the Board prior to their implementation.

**Financial Considerations:** The job descriptions below have been approved through an internal District process that includes approval by Business Services, Purchasing Review Process, Cabinet, and Human Resources.

**LCAP Goal(s):** Graduation Outcomes, Academic Outcomes, and Welcoming Safety Outcomes.

**Documents Attached:** Job Descriptions:

**New Job Descriptions as of 6/5/2025:**

Coordinator II, Family and Community Empowerment

Family and Community  
Engagement

**Revised Job Descriptions as of 6/5/2025:**

Director III, Strategy and Innovation

Strategy and Innovation Office

**Estimated Time of Presentation:** N/A

**Submitted by:** Cancy McArn, Chief Human Resources Officer & Lead Negotiator

**Approved by:** Lisa Allen, Superintendent

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Family and Community Empowerment	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Coordinator II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	TBD	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Family and Community Engagement	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Assigned Supervisor	<b>CABINET APPROVAL:</b>	TBD
		<b>HR APPROVAL:</b>	TBD
		<b>BOARD APPROVAL:</b>	TBD

**BASIC FUNCTION:**

Supervise, plan, organize, coordinate and provide technical support in the development of welcoming school environments that encourage parent, family, and community involvement in education; assist in the coordination of district and school site parent/family resource centers and district parent/family engagement events and conferences; supervise, train, mentor, evaluate, and direct the performance of assigned classified Family and Community Empowerment (FACE) staff.

**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 principle job elements.)**

Oversee the Family and Community Empowerment (FACE) Department’s programs and services. **E**

Provide guidance, support and coaching for District staff focused on family and community engagement. **E**

Work with District families and student engagement staff to identify and promote effective strategies for engaging families and students, and providing opportunities to share and help replicate promising practices across the District. **E**

Provide opportunities to partner with all families and the community in ways that support both the academic success and the social/emotional wellness of every student. **E**

Collaborate with and provide consultation and coaching to District and site leadership to coordinate family and community engagement activities and programs, resolve issues, and exchange information and develop the shared ownership of family and community engagement across District stakeholders. **E**

Organize, participate in, and conduct family involvement programs focused on building capacity and empowering parents to navigate the educational systems and support their students. **E**

Coordinate and facilitate learning opportunities for parents and staff on issues related, but not limited to parent involvement, school site council, community support services, and academic supports for students. **E**

Develop collaborative relationships with schools, businesses, and community partners through formal written agreements, regular meetings, and ongoing communication. **E**

---

Serve as a communication liaison between the District and parents in the development of the district parent involvement policy. **E**

Secure, monitor, and coordinate grants and additional resources designed to improve parent involvement at the school site and provide fiscal oversight of grants and federal funds. **E**

Train, supervise, and evaluate the performance of assigned classified and certificated personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions as warranted. **E**

Develop and facilitate District-wide training that focuses on building relationships with parents, community stakeholders, administrators, teachers and classified staff to build collaborative relationships with different communities and ensure understanding of cultural and economic differences; provide educational workshops and training to support staff to enable them to better engage families and support the District's goals. **E**

Assist with coordinating policies and procedures designed to promote and maintain collaborative relationships and understanding between the school, districts, parents and the community. **E**

Assist in the development of strategies, tools, and professional development for effectively engaging families and students in grades PreK-12. **E**

Manage the design and provide oversight for the implementation of all initiatives and programs under the Family and Community Empowerment department, working with school leaders, department directors and Superintendent's Cabinet to ensure adherence to expectations and benchmarks, providing targeted technical assistance and problem-solving support to recipient schools and principals. **E**

Build strong relationships with external partners and organizations that support family and student engagement efforts of the District. **E**

Plan, organize, supervise, and evaluate the operation of family and community engagement programs, committees, and services; assure program compliance with District, state, and federal laws, rules, and regulations; monitor, assess, and evaluate program effectiveness, modifying programs as necessary. **E**

Ensure department goals and programs align with the District's mission, vision, frameworks and guiding documents. **E**

Direct and manage fiscal operations of the Family and Community Empowerment department; assure funding from state, federal, and private sources, as appropriate; serve as a liaison between funding agencies and the District; prepare grants and funding applications, as appropriate. **E**

Work closely with the Office of State and Federal Programs to ensure federal compliance. **E**

Develop and prepare annual budgets for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established programmatic and fiscal source guidelines and requirements. **E**

Engage in research and professional learning and development to maintain access to the latest professional information on transformative leadership for family and community engagement in school systems; communicate findings to appropriate educational partners on a regular basis; seek out and maintain collaborative partnerships with family and community engagement experts in higher education, professional organizations, and community institutions. **E**

Develop comprehensive professional learning plans for addressing family and community engagement. **E**

Monitor and evaluate progress on all initiatives and programs. **E**

Attend and conduct a variety of meetings, conferences and events as assigned. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Master's degree or higher from an accredited college or university, preferably in educational leadership or related field, and five years increasingly responsible experience in Family and Community engagement or community service.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Must be willing to work flexible hours when needed.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Local community groups, partners, businesses, and resources.
- Effective school-to-home and home-to-school communications practices.
- School, family, and community partnerships.
- Oral and written communication skills.
- Strategies for parent engagement.
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and families.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, and objectives.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Presentation, communication, public speaking and facilitation techniques to promote collaboration.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer, related software, and standard office equipment.
- Principles and practices of effective supervision.
- Health and safety regulations.
- Meet schedules and timelines.

#### **ABILITY TO:**

- Interact with agencies, organizations, community groups, partners, and businesses.
- Understand class and cultural backgrounds of families.
- Think and act in ways that respect ethnic, cultural, and language diversity.
- Advocate for children and parents; mobilize and motivate others.
- Research, analyze, compile, verify data, and prepare presentations and reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Supervise, train, mentor, evaluate, and direct the performance of assigned staff.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Operate a computer and related software to enter data, maintain records, and generate reports.
- Communicate successfully, both orally and in writing, with teachers, families, administrators, and students.

- Analyze situations accurately, and adopt an effective course of action.
- Work independently with little direction, and meet schedules and timelines.
- Compose correspondence, conduct trainings, and presentations independently.
- Lift light objects according to safety regulations.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office and school environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Communicate to make presentations, and exchange information in person and on the telephone; operate a computer keyboard and other office equipment; ability to observe details at close range to prepare documents, reports, and computer monitor; stationary position for extended periods of time; ability to retrieve and store files. .

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied individuals.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Director, Strategy and Innovation	<b>CLASSIFICATION:</b>	Non-Represented Management, Certificated
<b>SERIES:</b>	Director III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9713	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Strategy and Innovation Office	<b>SALARY:</b>	Range 19 Salary Schedule A
<b>REPORTS TO:</b>	Chief Strategy Officer	<b>HR REVISION:</b>	TBD, 07-06-16
		<b>BOAD APPROVAL:</b>	TBD

**BASIC FUNCTION:**

Plan, organize, control, and administer all functions of the Strategy and Innovation Office. The Director of Strategy and Innovation assists the Chief Strategy Officer as the accountability leader for the district, and oversees the implementation of federal, state, and district accountability requirements related to student achievement and educational planning. The Director of Strategy and Innovation oversees internal/external research and program evaluation, and data analysis and reporting. The Director of Strategy and Innovation assists the Chief Strategy Officer in creating, implementing, coordinating, and communicating strategic initiatives that support the mission and vision of the school district and directs the development of innovative programs and initiatives throughout the district. In addition, the director prepares, directs, and aligns the implementation of the district strategic plan by ensuring procedures within departments and divisions of the district embody measures to bring the district’s vision and goals to fruition.

**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 principle job elements.)**

Design, implement, and drive district-wide implementation of the district’s strategic plan and other innovative programs and initiatives. **E**

Manage the district’s performance management initiative at multiple organizational levels, including oversight of development of dashboards and scorecards for ongoing performance monitoring and learning. **E**

Direct the administration and/or scoring of national, state, district, and voluntary assessments, ensuring requirements associated with test administration, timelines, and reporting are met; direct development and administration of district assessments and related training activities. **E**

Coordinate the administration and implementation of district, state, and federal planning and accountability requirements, including all federal and state accountability measures, goal- and target-setting processes, and the development of school site plans. **E**

Lead district-wide strategic planning, development, and evaluation with all district leaders and enable them to make effective evidence-based decisions. **E**

Provide leadership to all personnel in the areas of assessment, performance management, accountability, and school improvement to ensure that all areas are coordinated to meet district goals. **E**

Establish systems and processes to promote and support a culture of data-driven decision making. **E**

Serve as a resource and liaison for the Board of Education, district leadership, school and district staff, district advisory committees, parent and community groups, and state and federal agencies on issues related to student achievement; district, state, and federal planning and accountability; assessment, research and evaluation; standards-based reform; and associated legislation/mandates. **E**

Direct data analysis and reporting activities associated with federal, state, county, and district mandates. Direct school-level data reporting and monitoring requirements, including development of customized reporting instruments; direct specialized data analyses to inform district practice, and monitor school achievement and progress (including charter schools and district pilots). **E**

Represent the district at local, state, federal, and national meetings and other activities; remain current on applicable federal, state, and district laws, rules, regulations, and procedures affecting programs under the supervision of the division; review federal and state legislation and policy in order to make recommendations regarding the district's position. **E**

Oversee and ensure, with the State and Federal Programs department, the completion and review of federal and state accountability plans, including but not limited to the Local Control and Accountability Plan (LCAP). Oversee and ensure the completion and review of Single Plans for Student Achievement. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Direct and lead a diverse team of professionals; prepare and deliver leadership training for direct reports. **E**

Compile information, and prepare and disseminate a variety of informational reports, concepts and policy papers, status reports, studies, brochures, and material for the Board of Education, district staff, parents, and other groups in the areas of division responsibility; prepare and submit applications, contracts, and reports to funding agencies; operate a computer to input data and generate reports. **E**

Develop and prepare the department's annual budget; ensure accuracy and clarity; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; provide direction for the monitoring of all general and categorically funded programs to assure compliance with applicable state and federal laws and regulations. **E**

Direct, supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Communicate and collaborate with other administrators, personnel, and outside organizations to develop, implement, and coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls; model district standards of ethics and professionalism. **E**

Perform related duties consistent with the scope and intent of the position. **E**

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Minimum of a bachelor's degree in a field related to educational research, program evaluation, measurement, and statistics, social science, or other appropriate field. A minimum of 5 years of progressively responsible experience in education or a related profession, and a minimum of 5 years' experience in an educational institution or setting, including substantial leadership and management experience related to one or more of the following: educational assessment and accountability, academic standards, performance metrics, strategic planning, school planning, program evaluation, data analysis and reporting, categorical programs, or large-scale data systems.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance; valid teaching credential and Administrative Services Credential preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:****KNOWLEDGE OF:**

- Local Control Funding Formula (LCFF)
- Local Control and Accountability Plan
- Every Student Succeeds Act / Elementary and Secondary Education Act of 1965 Performance Management Balanced Accountability Framework.
- State frameworks, curriculum, instruction, assessment, and academic initiatives.
- Current state and federal laws, codes, regulations, guidelines, policies, and procedures applicable to planning, assessment, educational accountability, and categorical programs.
- National, state, and district educational goals and standards.
- Educational Assessment, Research, and Evaluation (AR&E) and Program Evaluation, especially measurement theory, statistics, computer systems, research design, and evaluation theory.
- Principles of educational reform, research and evaluation program monitoring, data analysis, and reporting.
- Principal networks, school district organization, operations, educational initiatives, policies and objectives.
- Educational administration, performance and project management, resource alignment, and strategic planning goals.
- District policies related to standards, assessment, accountability, planning, promotion/retention, curriculum and instruction, data access and confidentiality, and related areas.
- Cultural, educational, and social needs of ethnically and economically diverse families.
- Research methods, report writing, and presentation.
- Budget preparation and control.
- Effective management principles, practices, and supervision techniques. Evaluation approaches, strategies, and techniques.

**ABILITY TO:**

- Provide data and interpretation to support decisions related to the improvement of instructional and operational programs. Analyze problems, make decisions, and be responsible for those decisions.
- Deliver high quality and high-efficacy services.
- Effectively interpret educational and financial data.
- Keep current about related educational research, innovations, and trends, as well as applicable federal, state, and district laws, rules, regulations, and procedures.
- Establish and maintain effective working relationships with others. Prepare and deliver effective presentations to diverse audiences.
- Exhibit and model positive interpersonal skills using tact, patience, and courtesy.
- Communicate effectively, both orally and in writing.
- Exercise effective decision-making and problem-solving.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Plan, prioritize, and manage programs, projects, and budgets to meet timelines and utilize resources effectively. Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff. Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; short timelines, frequently changing assignments, and priorities; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.