

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Specialist, Strategic Partnerships	CLASSIFICATION:	Non-Represented Management, Certificated/Classified
SERIES:	Specialist III	FLSA:	Exempt
JOB CLASS CODE:	1971	WORK YEAR:	200.5 Days or 12 Months
DEPARTMENT:	School, Family, and Community Engagement	SALARY:	Range 7 Salary Schedule A
REPORTS TO:	Chief Family and Community Engagement Officer	HR APPROVAL: HR REVISION:	12-01-10

BASIC FUNCTION:

Plan, organize, coordinate, and provide support to capacity-building efforts to increase strategic partnerships with the district. **E**

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.)

Show the connection between student health and learning, as evidenced by increased school attendance using the district's student information system to measure outcomes. **E**

Provide students and the community with experiential workshops and programs that demonstrate the possibility of love and connection through the celebration of diversity, truth, and full expression; build connection and empathy, create a movement of compassion and positive change, and fulfill the vision that every student feels safe, loved, and celebrated. **E**

Monitor and reach specific milestones in decreasing the childhood obesity epidemic and youth violence and increasing school attendance and access to quality health care. **E**

Build a customized Get Fit program with strategic partners that creates change in the community, makes a real and lasting difference, and engages at the grass roots and district level; educate Sacramento on the importance and benefits of fitness (being active) and good nutrition. **E**

Utilize strategic partners reach through all controlled outlets (media and other) to create awareness of childhood obesity and the Get Fit platform; set specific goals in the specific focus area to be monitored and measured. **E**

Strategize and focus efforts on students to eat healthy, meet physical fitness standards, have healthy body weight and body composition, and eliminate diets that are devoid of real nutrients, but high in sugars and fats. **E**

Organize and promote Get Fit assemblies to educate and promote eating a good breakfast, choosing nutritious food, and being active for an hour a day; coordinate Get Fit and Health and Nutrition Clinics hosted at each school. **E**

Provide various experiences to students enrolling in the Get Fit platform; capture video footage to promote strategic partnerships; coordinate and oversee the renovation of participating schools' playgrounds and gyms. **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**

Develop and implement long and short-term plans and activities designed to enhance assigned programs and services, and assure an economical, safe, and efficient work environment. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Assist with the preparation of the department's annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Communicate and collaborate with other administrators, district personnel, outside organizations, sponsors, vendors, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

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**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree, and two years of increasingly responsible experience in an administrative or supervisory position with a background in community-based organizations or public/private schools.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Health, wellness, and human services.
Budget preparation and control.
Applicable laws, codes, regulations, policies, and procedures.
District organization, operations, and objectives.
Interpersonal skills using tact, patience, and courtesy.
Effective oral and written communication skills.
Principles and practices of management, supervision, and training.
Evaluation approaches, strategies, and techniques.
Operation of a computer and related software.

ABILITY TO:

Build a customized Get Fit program together with sponsors.
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.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively, both orally and in writing.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately, and adopt an effective course of action.
Plan and organize work to meet schedules and deadlines.
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; 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, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.

APPROVALS:

Robert R. Garcia, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date