

INGLEWOOD UNIFIED SCHOOL
DISTRICT
OFFICE OF THE STATE
TRUSTEE/SUPERINTENDENT'S OFFICE

POSITION TITLE: Special Assistant to the State Trustee

Reports To: State Trustee/Superintendent

Department: Office of the State Trustee/Superintendent

Classification: Classified Management, 12 months **SALARY:** \$125,000

BRIEF DESCRIPTION OF POSITION:

Under the supervision of the State Trustee/Superintendent, the Special Assistant to the State Trustee will serve as a liaison between the District and the community and stakeholders we serve. The Special Assistant to the State Trustee is responsible for planning, fostering, supporting, and executing school and community relations projects and practices that establish, cultivate, increase, and enhance the level of meaningful community, family, government, and philanthropic engagement to strategically support the District mission, goals and programs.

DUTIES AND RESPONSIBILITIES:

To perform this job successfully an individual must be able to perform each individual duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Plan, oversee, administer, and be accountable for initiatives that will increase meaningful, productive, and innovative community, governmental, and parent involvement in the schools and the District.
2. Maintain constant communication with the State Trustee/Superintendent concerning the progress of the goals of this department.
3. Assist the State Trustee/Superintendent in maintaining positive working relationships with the community, parents, staff, partnerships, and stakeholders to create a sound, innovative, and systematic program of school and community relations.
4. Develop and maintain open lines of communication and proactive relationships with internal and external publics to enhance the image and outreach of the District;
5. Attend community and school events and join or participate in various community, non-profit, and/or civic organizations that can support the District mission.
6. Serve as an advocate for the school district in improving public confidence and assuring support.
7. Work closely with other school officials to cultivate strategic partnerships that support student achievement and opportunity goals and attract families to the District.
8. Develop and improve infrastructure that promotes a smooth and timely flow of information to, from, and within the District.
9. Work closely with other school officials to establish and maintain internal and external communication systems that promote and inspire an understanding, appreciation,

participation, and commitment to the District's efforts to provide students and families with the highest quality 21st Century education.

10. Collaboratively develop, implement, and refine plans to improve climate and optimize customer service throughout the District.
11. Plan and direct initiatives that increase meaningful and innovative parent involvement in school organizations, resources, and activities.
12. Plan and direct initiatives that increase parent participation and expand the scope of and access to parent education resources.
13. Provide assistance in planning District-wide and school-based programs and special events.
14. Survey the community, employees, and partners to solicit and analyze data, opinions, suggestions, and recommendations that impact the policies and operations of the District.
15. Represent the State Trustee/Superintendent at meetings of staff, business, civic and community groups as requested.
16. Assist the State Trustee/Superintendent in planning, recommending, and implementing policies, procedures, and accountability goals for the District.
17. All other duties as assigned by the State Trustee/Superintendent.

DESIRABLE QUALIFICATIONS: A bachelor's degree in public administration, communications or related field is required. A minimum of five years of experience with school districts, community relations, outside agencies, and non-profit work. Excellent communication and interpersonal skills. Master's degree is preferred.

LICENSES REGISTRATIONS or CERTIFICATIONS: California Driver's License

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles of social justice in education.
- Principles and techniques of parent engagement and parent education.
- Principles and techniques of community engagement.
- Principles and techniques of development and philanthropic engagement.
- Principles and techniques of proactive interpersonal communication.
- Principles and techniques of project planning, goal setting, implementation, monitoring, and evaluation.
- Principles and techniques of budget management and control.
- Principles and techniques of effective leadership, supervision, and training.
- Principles and techniques of collaboration, capacity building, and change theory.
- Principles and techniques of marketing and communication.
- Diverse communities and intercultural dynamics.
- Innovative, effective programs and best practices in parent engagement, community relations, and communication.

ABILITY TO:

- Oversee operations for the purpose of planning, fostering, supporting, implementing and monitoring school and community relations projects and practices that establish, cultivate, increase, and enhance the level of meaningful community, family, government, and philanthropic engagement.
- Participate in strategic planning with the State Trustee/Superintendent and Administrative Council to establish goals, objectives, plans, and specific activities to be pursued by the District in support of its overall mission and goals.

- Establish and maintain rapport and sustainable relationships with community members, parents, community organizations, business partners, government partners, district administration, district and school staff, and site administration to bring, provide or gain access to valuable resources to increase the quality of educational programs, community services, and student outcomes.
- Communicate effectively, demonstrating advanced written, verbal, and interpersonal skills with diverse communities and in a full range of settings.
- Establish and maintain effective systems of communication and collaborative partnerships with other departments in the district as well as community partners and organizations to stay informed of initiatives, events, and activities involving students, schools, and community.
- Identify, recognize, foster, and publicize successful and promising practices and accomplishments throughout the District.
- Work closely with parents and parent organizations to increase parent participation and continuously improve parent engagement and support opportunities systemically and sustainably.
- Conduct environmental scans, surveys, and needs assessments to inform and shape initiatives in multiple areas including internal and external communications, parent involvement, philanthropic strategies, and community partnerships to determine existing resources, needs, emerging issues, and opportunities.
- Contribute to the District mission through membership in community, civic, and educational organizations or committees such as Rotary Club, Chamber of Commerce, local non-profits, neighborhood associations, etc.
- Innovate, self-start, plan, implement, monitor, and evaluate multiple projects.
- Recognize areas of concern and propose, plan, or execute appropriate solutions to problems.
- Work effectively on multiple tasks, prioritize appropriately, meet timelines, and help others to do so.
- Marshal resources, and provide support to all stakeholders to meet initiative and District goals.
- Be an active listener, cooperative, congenial, respectful, empathetic, and promote these qualities.
- Perform these responsibilities at a high level.

WORKING CONDITIONS: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, practices, and/or precedents used in combination. Frequently the application of multiple technical activities is employed: therefore analytical ability and inductive thinking are required. Problem solving is required and involves identification, analysis, and decision making.

ENVIRONMENT: Indoor office setting, outdoors at school sites and in the community, business and governmental settings

PHYSICAL ABILITIES: Dexterity of hands and fingers for computer work, walking, sitting, standing, speaking, listening, seeing. Work requires only minor physical exertion.