Mission: The mission of the San Francisco Unified School District (SFUSD) is to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence and physical and mental health so that each student can achieve his or her maximum potential.

Vision: We believe that the following vision of student success accurately reflects our responsibility in preparing students to thrive in school and our global, creative-age society. Every student who enrolls in our schools will graduate from high school prepared for the option of enrolling in a four-year college or university, pursuing a successful career, and living a healthy life.

The Strategic Plan and Balanced Scorecard were developed to guide us to the mission. The SFUSD Goals are: access and equity to make social justice a reality, student achievement to engage high achieving and joyful learners, and accountability to keep our promises to students and families. In focusing on these goals, the District will be able to reach the desired mission.

Position Description

The Director of Community Schools provides leadership for the development and sustainability of the Community Schools Initiative across the San Francisco Unified School District. This role is designed to facilitate an integrated system of services to support the children, youth and families served by the District. By its nature, the role of the Office of Community Schools works with the City, County, community based organizations, business, faith based organizations, higher education, families, communities, and other stakeholders to develop collaborative governance and operational structures that support a common agenda, ensure sustainability, provide oversight and accountability, develop agreed upon standards of practice for partnerships and service provision, and engage in ongoing evaluation. The role of the Office of Community Schools solidifies partnerships both within and outside of the District, enhances communication, and creates a coordinated system of integrated services and supports across the District that optimizes the use of internal and external resources.

Reports To

Associate Superintendent of Student, Family & Community Support Department

Functions and Responsibilities

The SFUSD Director of Community Schools is responsible for:

1. Provide vision, leadership, and oversight in planning, building, implementing, and evaluating the Community Schools Office that is aligned with the principles and practices associated with the Community Schools (CS) approach.

2. Participate, manage and lead community-school collaborative work, teams, task forces and other projects as assigned or directed by the Assoc. Supt. of Student, Family & Community Support Department.
3. Manage all financial aspects of the Office and assumes responsibility for compliance with District, state, national and grant-related requirements, regulations and evaluation expectations related to programs, services, and projects within the focus area of CS.

4. Work collaboratively with other district leadership staff to align resources, articulate services and communicate effectively across departments within the District—thereby ensuring district-wide support for CS and improved understanding of and access to services for children, youth and families in San Francisco.

5. Make recommendations for policy related to CS and district-wide collaboration to the Associate Superintendent of Student Support Services, Superintendent’s cabinet, the Board of Education, and other committees/boards as needed.

6. Develop governance and operational structures that are representative and collaborative and include leadership and appropriate management staff from the City, County, School District, school sites, community based organizations, faith based organizations, business, higher education, philanthropic partners, families, communities, and other stakeholders to ensure the following:
   a. Institutionalization of the CS approach in the District
   b. Fiscal sustainability
   c. Compliance with district policies and practices as well as any laws or Ed. Codes
   d. Regular oversight and accountability
   e. Strong coordination of services that are integrated and aligned to schools
   f. Adherence to best practices
   g. Equity and accessibility to services
   h. Comprehensive evaluation

7. Work collaboratively with other city, county, state and federal agencies to remove barriers and improve access for the District’s children, youth and families to the programs, funding and resources of governmental organizations.

8. Work collaboratively with the wide array of nonprofit, faith-based, educational and philanthropic organizations to ensure, to the extent possible, that these resources are aligned with the District mission and strategic plan and that the children, youth and families served by the District have access to a seamless web of services and supports that facilitate student achievement and well-being.

9. Work collaboratively with all District departments to facilitate trust and partnership between the District and the diverse communities of San Francisco parents/caregivers in order to support and promote positive development of our children and youth, resulting in increased academic success.

10. Facilitate cross-boundary relationships between school sites, regions and District departments to support the integration, effectiveness and efficiency of academic and learning supports, services and resources to school sites and community partners.

11. Ensure supervision and evaluation of certificated and classified staff of the Office of Community Schools is completed as per direction of the district’s Human Resources Office.

12. Facilitate planning and implementation of professional development programs for District, zone, regional and site staff in reference to CS by accessing internal and external professional development resources.
13. Serve as a representative and/or facilitate district-wide initiatives and planning groups as directed by the Associate Superintendent of Student, Family & Community Support Department.

14. Initiate and collaborate on development and writing of grant proposals and submission of reports to funding sources to support programs and services for students and their families within the focus of the Office of CS.

15. Participate in the evaluation of the CS initiative to determine fidelity to plan and the efficacy of the effort in achieving program and District goals and objectives. Work with external and internal evaluators as required. Provide regular reports to the Associate Superintendent of Student, Family & Community Support Department and other District leadership and policy bodies.

16. Participate in national, state, and regional conferences, workshops, meetings, etc. consistent with the District's goals and objectives and as needed.

17. Perform other duties, as assigned.

**Qualifications**

1. Three or more years of successful experience working in or with an urban school district
2. Possession of masters degree in relevant field or equivalent combination of education and experience
3. Background and understanding of various national models of Community Schools, their key components and best practices
4. Knowledge and understanding of systems and organizational development
5. Experience in designing and conducting professional development
6. Experience in development and implementation of large grants
7. Strong written and oral communication skills
8. Experience and success working with a variety of agencies and community resources supporting children, youth and families
9. Experience working in diverse communities
10. Experience with community organizing and building inclusive collaborations
11. Valid California Driver’s License
12. Security clearance and TB screening

**Desirable qualifications and requirements**

- Bilingual in English and Spanish, Cantonese or other major language group in San Francisco
- Valid California Administrative Services Credential or an equivalent combination of experience, licensure/credentialing, and expertise
- Proven success in grant writing

For further information about The San Francisco Unified School District please go to: [http://www.sfusd.edu](http://www.sfusd.edu)

Minorities, Women, and Persons with Disabilities are Encouraged to Apply

We are an Equal Opportunity Employer