



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT

COMMUNITY AGENT: STRATEGIC PARTNERSHIPS

DEFINITION:

Under the direction of the Lead Innovation Agent, and as a member of the Education Services team, plan, develop, coordinate, and implement various District and school-wide strategic partnerships, projects, and community relationships assisting students to become college and career ready and supporting the career development of students. Agent: Strategic Partnerships will represent the District through community and parent organizations and programs, coordinating with internal departments to foster strategic relationships and assists site leaders with innovation in partnerships. Agent: Strategic Partnerships will assist students and families in making informed decisions about college and career opportunities and perform other related duties.

ESSENTIAL DUTIES:

COMMUNITY/INDUSTRY PARTNERSHIPS:

- Facilitate District partnerships with professional associations, educational agencies, schools, districts, and business leaders.
- Work directly with business and industry to develop, implement, monitor, and refine outcomes for work-based learning opportunities.
- Working with community and industry partners, develop specific career awareness, career exploration, and career preparation activities such as career speakers, workplace tours, career fairs, industry events, job shadows, mentor and industry (PBL) and internships for students.
- Ensure the ongoing evaluation of strategic partnerships and innovation.
- Identify appropriate strategies and opportunities for key partner involvement and recommend actions to meet identified strategic planning needs.

INTERNAL PARTNERSHIPS:

- Support career awareness initiatives through attendance at meetings/events and provide resources and support to assist with implementation of such events.
- Promote college and career readiness and/or work programs to business leaders, staff, students, and parents for partnerships through planning and implementing site events.
- Apprise the Lead Innovation Agent on the status of activities, partnerships, issues, and major projects.
- Prepare periodic status and other reports.
- Attend meetings, workshops, and conferences as required.
- Assist in providing oversight of accountability programs.
- Other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Strategic planning and partnership development.
- College and career readiness and preparation.
- Research and data collection methods and techniques.
- Principles of management, supervision, and training.
- Public speaking and public relations, principles and practices.
- Oral and written communication skills.
- Modern office procedures, methods, and computer equipment.

ABILITY TO:

- Provide effective District representation at community events and business meetings.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations to support goals.
- Properly interpret and make decisions in accordance with school district regulations, laws, and policies.
- Gather, organize, analyze, evaluate, and interpret data.
- Facilitate innovative processes and procedures.
- Manage and execute large-scale, organization-wide projects and initiatives.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare and present oral presentations and written documents.
- Work independently.
- Make decisions based on sound judgment, honesty, and integrity.

EXPERIENCE AND EDUCATION:

Any combination equivalent to:

- Bachelor's degree from an accredited college or university.
- Two years of experience working with college and/or career guidance programs.
- Five years of human services, social services, community relations experiences or other related field experience.

PREFERRED QUALIFICATIONS:

Master's degree from an accredited college or university in educational leadership, higher administration, or an appropriate field

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District liability insurance carrier may be required.

WORKING CONDITIONS:

ENVIRONMENT:

Working in an office, classrooms and various community sites as well as working with students, families and staff members. Driving a vehicle to conduct work as required by position. Possession of a valid California Driver's License; must have available private transportation.

PHYSICAL DEMANDS:

Physical Glass:

Moderate lifting - 40 pounds maximum with occasional lifting and/or carrying objects weighing up to 5 pounds.

Work area requirements:

Ability to use common school hand tools, computer, telephone and photocopy machine; Ability to transverse any part of a 10-acre campus which would include asphalt, sidewalks, grass on playgrounds, dirt, and bus areas; Spend up to 3 hours a week outside.

Physical requirements:

Occasionally/low - up to 3 hours
Frequently/Medium - 3 to 6 hours
Constantly/High - 6 to 8 hours

Stooping:	Occasionally	Kneeling:	Not required
Bending:	Occasionally	Sitting:	0 or may sit 60 minutes a day
Lifting:	Occasionally	Carrying:	Frequently
Reaching:	Occasionally	Fingering:	Occasionally
Handling:	Frequently	Push/Pull:	Occasionally
Grasping:	Frequently	Standing:	0-30 minutes to 1 hour
*Driving:	Must have ability to get to in-service meetings		

****Verification of the possession of a valid California Driver's license, a DMV printout and insurability by the District's liability insurance carrier is required.***

Frequent motion:

Twisting:	Yes - Occasionally
Wrist flexion:	Yes - Occasionally
Elbow flexion/extension:	Yes - Frequently
Reaching to shoulder level:	Yes - Occasionally
Forward shoulder/neck flexion:	Yes - Occasionally
Reaching below shoulder level:	Yes - Frequently

Sensory requirements:

Ability to see:	Constantly	Ability to smell:	Constantly
Ability to hear:	Constantly	Ability to touch:	Constantly
Ability to talk:	Constantly		

Must be able to deal with these environmental considerations:

Heat:	Occasionally	Odor:	Not Required
Noise:	Frequently	Humidity:	Occasionally
Moisture:	Occasionally	Fluorescent lights:	Yes, all day long
Working in close quarters with others:	Yes	Floor may be slippery at times:	Yes, when painting
Working inside:	95% of the day	Working outside:	5% of the day
Heat:	Has own air conditioning/heating may break down		

This job requires:

Alertness: Yes
 Attention to detail: Yes
 Recall of names and dates: Yes
 The use of two hands: Yes
 Ability to work in temperatures down to 40 degrees and up to 110 degrees

Ability to deal with psychological factors:

Team work: Yes	Frustration: Medium
Repetitive tasks: Yes	Level of responsibility: High
Must keep up with schedule: High	Able to work overtime as needed: High
Dealing with angry parents, students: Yes	

Physiological factors:

Must maintain a high level of consciousness:	Yes
Ability to comprehend and follow directions:	Yes
Orientation to time, place, or person:	Yes
Able to keep up a high activity level during the shift:	Yes
Ability to read at 12th grade level:	Yes

Revision Date: 5/18/2021

**AN EQUAL OPPORTUNITY EMPLOYER
 RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**