



# RIALTO UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT

## DIRECTOR, COMMUNITY SCHOOLS

### DEFINITION

Under the direction of the assigned administrator or designee, the Director of Community Schools provides strategic leadership in the development, implementation, and evaluation of districtwide community school strategies and family engagement initiatives. The Director oversees and evaluates community engagement personnel, establishes performance standards, and ensures accountability for results. The Director develops, negotiates, and sustains strategic partnerships with local agencies, nonprofits, and public entities to expand services and resources for students and families. This position leads inclusive decision-making processes that authentically engage families, staff, and community stakeholders in shaping District priorities, while aligning initiatives with the District's strategic goals. The Director is responsible for ensuring equity, fiscal accountability, and continuous improvement across all programs under their purview, and serves as the District's lead representative in advocating for supportive services and partnerships at the local, county, and state levels.

### ESSENTIAL DUTIES

- Provides strategic leadership as the District's senior liaison between schools, families, and community-based organizations to ensure equitable access to comprehensive wraparound services.
- Directs, supervises, and evaluates community engagement and family support staff; establishes performance standards, provides professional development, and ensures accountability for outcomes.
- Leads and oversees site-based leadership teams to assess student and family needs, set districtwide priorities, and integrate supports into school improvement and instructional goals.
- Collaborates with Cabinet-level administrators, principals, and department leaders to design, expand, and sustain high-quality student and family services aligned with District strategic plans.
- Develops, negotiates, and manages districtwide strategic partnerships with local agencies, nonprofits, higher education institutions, and health/social service providers to maximize resources and services.
- Chairs and directs advisory councils (Community Schools Steering Committee) and district-level family engagement committees, ensuring authentic stakeholder voice in decision-making.
- Oversees districtwide systems for community needs assessments, family engagement strategies, and coordinated referral processes, ensuring services are targeted and equitable.
- Designs and implements large-scale parent education, training, and engagement initiatives, aligning outreach strategies with District priorities and state/federal requirements.
- Provides leadership and technical guidance to schools on planning, logistics, and best practices for engagement events, including translation, transportation, and childcare supports.
- Establishes and monitors data collection systems related to community services and family engagement; analyzes and reports outcomes to evaluate effectiveness and drive continuous improvement.
- Prepares and delivers formal reports and presentations to the Superintendent, Cabinet, Board of Education, and community partners; serves as a lead representative for the District in public forums.
- Oversees the development and distribution of districtwide communications (newsletters, media campaigns, digital platforms) to promote awareness of available services and initiatives.
- Represents the District at high-level community events and meetings with elected officials, public agencies, and external stakeholders to advocate for resources and partnerships.
- Develops and implements department policies, procedures, goals, and objectives in alignment with District strategic priorities and compliance requirements.
- Oversees assigned budgets and ensures fiscal accountability for all programs under their purview.
- Performs other related duties as assigned by the Superintendent or Cabinet.

### QUALIFICATIONS

#### Knowledge of:

- California Community Schools Framework
- Federal, State, and County community resource organizations, including agencies funded from government and private sources.
- Principles and practices of parent education, community outreach, and family involvement.
- Community engagement strategies and inclusive leadership models.

- Program development, monitoring, and evaluation practices.
- District, State, and Federal accountability frameworks related to family engagement.
- Cultural backgrounds and needs of the communities served by the District.
- Modern office practices, technology, and software applications.

**Ability to:**

- Plan, organize, coordinate, and manage community-based school programs and partnerships.
- Interpret and explain District policies, regulations, and procedures.
- Communicate effectively both orally and in writing in English and a designated second language.
- Develop and implement departmental plans aligned with District goals.
- Build and maintain effective relationships with staff, families, and community stakeholders.
- Work independently and exercise sound judgment and flexibility in response to changing needs.
- Analyze problems, identify solutions, and implement recommendations.
- Maintain confidentiality and demonstrate professionalism in all situations.
- Meet deadlines and manage multiple priorities in a fast-paced environment.

**EXPERIENCE AND EDUCATION**

**EXPERIENCE:**

- Five (5) years of administrative experience with a minimum of three (3) years experience as a Principal.
- Five (5) years successful teaching experience and have a proven ability to perform at a high level of competence in positions of leadership and responsibility.

**EDUCATION:**

**Required:**

- Possession of a Master's Degree from an accredited university in social sciences, social services, education, school counseling, or a related field.

**PREFERRED:**

- Bilingual

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Valid California K-12 Administrative Credential.
- Fingerprints on file as required by State Law.
- TB Skin Test as required by State Law.
- Must possess a valid California driver's license.

**PHYSICAL DEMANDS**

**Physical class:**

**Moderate Work** - lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

**Work area requirements:**

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine. Possession of a valid California driver's license and a private vehicle.

**Physical requirements:**

The time requirements are listed considering this wording and meaning:

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

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	Push/Pull:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	*Driving:	Occasionally
Keyboarding:	Medium - must be literate		

***\*Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.***

**Frequent motion:**

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

**Sensory requirements:**

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

**Must be able to deal with these environmental considerations:**

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

**This job requires:**

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

**Ability to deal with psychological factors:**

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

**Physiologic factors:**

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

Date: 10/2025