



# RUSD

RIVERSIDE UNIFIED  
SCHOOL DISTRICT

**TITLE:** Director III, Local Control Accountability Plan (LCAP) and Community Engagement

**WORK YEAR:** 221 Work Days (Certificated) / 261 Work Days (Classified)

**REPORTS TO:** Assistant Superintendent, Equity, Access & Community Engagement

**PRIMARY FUNCTION:**

The Director, LCAP and Community Engagement will work independently under the direction of the Assistant Superintendent. The Director is responsible for reviewing and monitoring the District's LCAP and the LCAP process for the District. The Director will provide leadership and program guidance to sites and departments. The Director will also assist in planning, directing and managing the strategic development of the LCAP as well as facilitating engagement activities. The Director will oversee and coordinate the school sites' development and monitor their alignment to the District LCAP by providing a high level of professional development and technical support. The Director will lead extensive outreach and collaboration with community organizations and agencies to connect resources to school communities, specifically with Socio-economic Disadvantaged and Latino/a families.

**REPRESENTATIVE DUTIES:**

- Plan and coordinate all activities related to the development, writing and completion of the District's annual Local Control and Accountability Plan (LCAP);
- Assist in planning, organizing and coordinating broad stakeholder engagement strategy relating to the development of the LCAP;
- Partner with school sites in the development of the LCAP to ensure student achievement;
- Coordinate all details relating to the development and training of the District's LCAP advisory groups, including meeting facilitation.
- Prepare and present regular updates on LCAP status and updates, including detailed engagement activity
- Provide regular updates to district leadership regarding progress of engagement activities.
- Manage District LCAP web page, providing regular content updates along with all relevant information.
- Collaborate with Research, Assessment, and Accountability (RAE) on the development and tracking of LCAP metrics aligned with the District's policies;
- Coordinate with State and Federal Programs department on the alignment of LCAP and Single Plans for Student Achievement (SPSA);

- Collaborate with others as needed to provide trainings for principals and School Site Councils on SPSA and the LCAP to ensure all documents and processes are in alignment;
- Lead discussions with stakeholders, individually and in small or large groups, to ensure that the LCAP engagement strategy is inclusive of our community;
- Remain current with the newest information about changes to the Local Control Funding Formula and LCAP legislation, including changes to State templates and required metrics
- Attend local and regional workshops on LCAP development and best practices and share information with District staff;
- Provide a positive climate of interaction and communication between school staffs, families, and the community as related to the LCAP;
- Lead and work with school improvement initiatives that close student achievement gaps by working with all of the diverse communities;
- Plan, direct, organize, and support the development and implementation of district-wide programs, community engagement programs; provide professional development opportunities for site administrators to support and implement and implement best practices;
- Provide leadership and technical assistance in school, parent, family, and community partnerships to develop and implement high-impact family engagement strategies that drive student achievement and school improvement;
- Provide leadership and technical assistance to site administrators in assessing school needs and effectiveness and determining objectives as the basis for developing long- and short-range plans in collaboration with the State/Federal Program department and Family Resource Center;
- Act as a resource to site administrators in the development of school plans and organizational procedures for the engagement of parents, families, and communities established in school site plans and district policy;
- Coordinate and address complaints and concerns from the community
- Collaborate with stakeholders and staff to develop materials and information accessible to parents, families, and community members in support of engagement efforts;
- Conduct and facilitate meetings, resolve problems, exchange information, provide direction for department staff members, district personnel, and others as required; serve on district-wide and community based committees, task forces, and panels
- Develop, organize, and conduct presentations, workshops, and trainings for parents, staff, and district advisory committees on parent involvement and to help improve student academic achievement;
- Ensure the following tenets of Equity are embedded in policies and procedures associated with LCAP and community engagement
  - Eliminate disparities and inequitable practices
  - Implement inclusive practices and policies
  - Honor individuality with a focus on high outcomes for all
  - Guarantee respectful treatment where all individuals feel valued;

- Partners and liaises with various departments, community, education, and governmental agencies;
- Collaborate with the Family Resource Center (FRC) and State and Federal Programs Department to create, develop, and revise comprehensive support materials based on research of current district/state/national standards, effective practices and strategies and connections with national organizations;
- Collaborate with Higher Education institutions and community partners to create and implement and support equity-based projects and to provide support to our families of lower socioeconomic status and Spanish-speaking families;
- Establish relationships that encourage administrators, teachers, parents, business/community members, volunteers and non-profit agencies to support service learning and community outreach;
- Communicate with administrators, district personnel, teachers, students, parents, business/community organizations, and non-profit agencies to coordinate activities and programs, resolve issues and conflicts and exchange information; develop and revise policies and procedures to support programs;
- Perform other duties as assigned.

## **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS**

### **KNOWLEDGE:**

- Local Control Funding Formula (LCFF)
- Local Control and Accountability Plan (LCAP)
- Local and national research-based best practices and resources
- Site or District plan development
- School Site Council development and procedures for Single Plans for Student Achievement (SPSA), school and district budgeting processes
- State and Federal legislation as it relates to LCAP
- Community organizing and parent engagement best practices and strategies
- Effective project management skills
- Computer software applications relevant to field of specialty
- School district organization, operations, policies, and objectives
- Oral and written communication skills
- Strong interpersonal skills to effectively work with diverse groups
- Knowledge of Grant writing

### **MENTAL:**

- Plan, organize and coordinate district's goals and objectives.
- Control and direct complex projects.
- Meet a variety of internal and external deadlines.
- Establish and maintain effective working relationships with a variety of stakeholders, including (but not limited to) District staff, site administrators, parent and community leaders, community partners, regional education leaders and school board members.
- Prepare and deliver presentations.
- Interpret, apply and explain rules, regulations, policies, and procedures.

- Work independently.
- Facilitate decision-making at all levels.
- Operate computer equipment and related software.
- Maintain District standards of professional conduct.
- Strong strategic thinking and the ability to proactively identify key issues.
- Ability to determine best practices in field and apply to district context.
- Understanding of budgeting and educational legislation.

### **ENVIRONMENT:**

- Indoor – frequently.
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.

### **EDUCATION AND EXPERIENCE**

- Bachelor and Master’s Degree in Education or related area;
- Teaching and Administrative experience and credential preferred;
- Minimum of ten years of experience in education or related field;
- Project management experience;
- Bilingual preferred.