



Chief Community Engagement, Innovative & Partnerships

Reports to:	Superintendent	FLSA Status:	Exempt
Department:	Superintendent's Office	Structure/Grade:	DPC
Division:	Superintendent's Office	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Oversees comprehensive strategy and implementation of all community partnership and engagement initiatives on behalf of the district. Creates a collaborative team-based approach to enhance community engagement and lifelong learning in DCSD. Develops strategies for utilizing a wide array of partnerships with community-based organizations, programmatic partners, corporations, governmental agencies and cultural institutions to further the district's goals towards improving student outcomes.

Essential Job Duties

- Serves as primary liaison in supporting, nurturing existing and creating new partnerships between DCSD and the community (businesses, nonprofits, other organizations)
- Develops, guides, and monitors implementation of comprehensive strategy for community partnerships and engagement initiatives on behalf of the district's schools and programs to include direct family outreach programming; support for school-based family outreach; coordination of partnerships; and parent leadership, empowerment, and advocacy.
- Serves as primary partner liaison for principals in schools and programs, engaging in constant dialogue to ensure that the districts' community partnerships and engagement strategies reflect the needs of schools.
- Provides leadership for the development, management, implementation and evaluation of a comprehensive community engagement strategy that supports achieving the mission, vision and strategic direction outlined by the Superintendent in the District's Strategic Plan and in a manner consistent with the District's Core Values
- Maintains relationships with community stakeholder organizations including but not limited to; community-based organizations, advocacy organizations, Parent Advisory Council (PAC) and other critical internal and external stakeholders.
- Develops district community empowerment policy and communication strategies which includes regular updates to parents and community members on system-wide initiatives.
- Serves as a conduit to address emerging stakeholder issues and improve coordination and communication between the district and external partners to ensure key issues are resolved in a timely and effective manner.
- Provides oversight and direction, ensuring that adequate translation and interpretation is provided throughout the district to support Multilingual Learner families and communities.
- Evaluates the design, development and readiness of all new, innovative school models and programs while ensuring that the district adheres to all legal and regulatory requirements.
- Expands or initiates and formalizes school-based activities that increase student and family engagement through relationship and community building which are a crucial element in fostering trust and a sense of purpose.



- Directs and assists district leadership, department leaders and school principals in developing community engagement plans and activities.
- Assist community representatives with connecting DCSD information, resources and personnel.
- Performs other duties as assigned.

Qualifications

- A Master's degree from a Professional Standards Commission approved by an accredited college or university is required.
- Minimum ten (10) years of professionally responsible experience in internal and external relations, partnership development, parent and community advocacy, communications and marketing, or in other closely related fields; or a satisfactory equivalent is required.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above required. If a level L-5, NL-5, PL-6 or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership or Support Personnel License from the Georgia Professional Standards Commission.

Knowledge, Skills, and Abilities

- Knowledge of design and the implementation of innovations, learning strategies, instructional models across a school system; principles of effective communications and mass media; community and economic development, and governmental relations; DeKalb County School District's (DCSD) policies and procedures.
- Skill in high level communication to include but not limited to public speaking, writing and editing, telecommunications, conventional and social media; coordinating and collaborating with federal, state, regional and local organizations and departments to establish and execute responsibilities; administration and management skills gained through increasingly responsible management positions; recruiting, training and motivating employees; strategic planning; research design; systems analysis; data interpretation; data collection and retention; problem solving; negotiating; and conflict resolution.
- Ability to think strategically to design and implement large-scale organizational initiatives plan, organize and effectively present ideas and concepts to groups; coordinate the programs and services of a non-profit educational and/or service organization; assimilate information from a variety of sources; analyze information and recommend courses of actions to be taken; demonstrate patience while working with children and adults; properly store, use and maintain equipment; use relevant computer applications; prioritize assignments; and manage multiple tasks simultaneously.

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.



By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

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Reviewed/Revised: 11/13/202