



RIALTO UNIFIED SCHOOL DISTRICT

COMMUNITY AGENT: STRATEGIC PARTNERSHIPS

Classified Management Job Description

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.

QUALIFICATIONS

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

Education and Experience:

Any combination equivalent to:

- 1) Bachelor's degree from an accredited college or university
- 2) Two years of experience working with college and/or career guidance programs
- 3) 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

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 class:

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:

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: Occasionally

Bending: Occasionally

Lifting: Occasionally

Reaching: Occasionally

Handling: Frequently

Grasping: Frequently

*Driving: Must have ability to get to in-service meetings

Carrying: Frequently

Standing: 0-30 minutes to 1 hour

Kneeling: Not required

Sitting: 0 or may sit 60 minutes a day

Crouching: Occasionally

Push/Pull: Occasionally

Fingering: Occasionally

****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 talk: | Constantly |
| Ability to hear: | Constantly | Ability to smell: | Constantly |
| Ability to touch: | Constantly | | |

Must be able to deal with these environmental considerations:

| | | | |
|---------------------|--|---------------------------------|--------------------|
| Odor: | Not required | | |
| Fluorescent lights: | Yes, all day long | | |
| Humidity: | Yes, occasionally | | |
| Working inside: | 95% of the day | | |
| Moisture: | Yes, occasionally | | |
| Working outside: | 5% of the day | Floor may be slippery at times: | Yes, when painting |
| Noise: | Must be able to work around "productive noise" | | |
| Heat: | Has own air conditioning/heating may break down Working in close quarters with others: Yes, all day long | | |

This job requires:

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

Ability to deal with psychological factors:

| | | | |
|---------------------------------------|--------|----------------------------------|------|
| Team work: | Yes | Repetitive tasks: | Yes |
| Frustration: | Medium | 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:

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|---|-----|
| 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 12 th grade level: | Yes |

Approved: _____