

Stockton Unified School District

Job Description

Director, Community Relations & Business Development

PRIMARY FUNCTION: Communicate purpose of the assigned program to prospective enrollees and their families.

DIRECTLY RESPONSIBLE TO: Superintendent of Stockton Unified School District

MAJOR DUTIES AND RESPONSIBILITIES: The Director, Community Relations & Business Development will set the ongoing vision, strategy, and implementation of CRBD's relationship- and issue-based workplace plan. They will play a critical role in the strategic development, implementation, leadership, and management of CRBD's policies, goals and objectives.

Builds and manages plans for identifying, building, nurturing and maintaining effective relationships with external constituencies in the city of Stockton, San Joaquin County, Post-secondary institutions, the state of California, federal agencies and other government entities as appropriate. Using institutional knowledge and awareness of constituency perception, designs, develops and implements short and long-term strategic plans, programs, events, and activities.

The Director develops new long-term business relationships with employers to secure internship and employment opportunities for students and to provide professional management of and partnership with Stockton Unified School District, for the purpose of improving student outcomes through the development of economic opportunities for SUSD students.

The Director promotes a positive, productive, student-focused work environment, collaborates with staff on policy and process improvements, balances workload, meets performance standards, and ensures the development of programs that further the objectives of SUSD and CRBD.

The Director serves as the key liaison between SUSD and the business community as it pertains to economic opportunities for SUSD students. The Director sets objectives and plans strategies, and policies designed to equip, SUSD with the capability to provide internship, employment, and career planning for the SUSD student body. The Director shall successfully implement CRBD plans and policies which leads to a statistically significant increase in SUSD student employment and internships, both during SUSD enrollment, and after SUSD graduation.

Importantly, the position serves as the expert on reporting both SUSD student employment data, and career paths and emerging industries that are in need of qualified candidates. These responsibilities include field contacts with the community, which are supported by data sets that confirm anecdotal evidence. The Director is responsible for planning and implementing data collection, analysis, and reporting of this data. The integrity and timeliness of the employment data is all-important to SUSD due to the data's impact on student economic outcomes following graduation.

The Director, Community Relations and Business Development reports to the Superintendent and is responsible for implementing the CRBD policies and strategic plan in a manner that is consistent with SUSD's Vision and Mission.

The Director, Community Relations and Business Development is responsible for providing the student body, and parents with data and information that relates to student careers, and job opportunities that provide livable wages to SUSD students.

MINIMUM QUALIFICATIONS:

Education:

Any combination equivalent to:

Bachelor of Arts, or

Associate of Arts with 5-years experience in education and/or government agencies developing community and business relations.

Experience:

Extensive experience working with public and private community service agencies especially those relating to the K-12 public school system; varied clerical experience, and strong customer service skills.

Knowledge of:

Modern office methods and practices.

Computer software programs in word processing and data management.

Proper phone etiquette and record keeping.

Experience in engaging positively with public and private community service agencies.

Knowledge of the San Joaquin County community's strengths and challenges.

Knowledge of the concepts of culture and sensitivity to cultural diversity and other social identities such as social class.

Ability to:

Communicate in English and Spanish effectively in oral and written form.

Multi-task, be organized and operate a variety of office machines and type at a level to complete required tasks accurately and efficiently.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Analyze situations accurately and adapt an appropriate, effective course of action.

Be flexible with a positive attitude and possess excellent interpersonal skills.

Learn and understand laws and regulations applicable to the program.

DESIRABLE QUALIFICATIONS:

Experience in or knowledge of working in a community with demographics similar to Stockton including community strengths and challenges.

Experience collaborating and building partnerships with educational, civic and community organizations.

LICENSES:

Possession of a valid California driver's license and evidence of current insurance coverage.

PHYSICAL EFFORT/WORK ENVIRONMENT:

1. Good physical condition.
2. Sit for long periods of time or work in confined spaces.
3. Employee must be able to see for the purposes of reading computer screens, manuals, labels and other printer matter.
4. Perceive the nature of sound.
5. Ability to provide own motor vehicle transportation.

SALARY Placement:

Management Team Salary Schedule

Tier 7, Range 1

\$129,216.15 - \$157,063.04

12-month work year

Board Approved: 6/15/21