

**MOUNTAIN VIEW-LOS ALTOS UNION HIGH SCHOOL DISTRICT**  
**1299 BRYANT AVENUE**  
**MOUNTAIN VIEW, CA 94040**

**CLASS TITLE: Community Outreach Specialist**

REPORTS TO: Superintendent

CLASSIFICATION: Management

SALARY SCHEDULE: Management Salary Schedule, Range 4

WORK - YEAR / HOURS: 220 days

LOCATION: District office

BOARD APPROVAL: \_\_\_\_\_

**BASIC FUNCTION:**

The Community Outreach Specialist reporting to the Office of Superintendent, works closely with different school community stakeholders to advance MVLA's 6-year goals and to build systems of support that provide opportunities and resources when exploring solutions to improve educational opportunities in our schools

The Community Outreach Specialist will serve as a thought partner to community stakeholders while aligning internal supports to ensure community responsiveness. The position reports to the Superintendent and coordinates the design and implementation of engagement strategies with the close support of MVLA departments and school sites. The ideal candidate is a committed equity leader, highly-effective, collaborative, and an empathetic team leader.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below.

- Serve as a liaison to community stakeholders including students, parents, educators, community leaders, and elected officials
- Develop and lead stakeholder engagement groups to support district goals
- Disseminate key information to leadership, families, and communities to support informed decision-making and drive outcomes
- Partner closely with local K-8 districts to strengthen educational solutions
- Collect, analyze, maintain and report data to improve the community engagement process
- Assist in overseeing, developing and facilitating student internship and opportunity programs
- Support the Superintendent in the emphasis on student voice toward district improvement
- Work closely with community leaders to establish collaborative relationships between school staff, families, and community members that ultimately support student success
- Work closely with all MVLA departments to build and support community engagement strategies
- Create, cultivate, and leverage professional relationships with key community based stakeholders through facilitating one-on-one conversations, community meetings, strategy roundtables, and project planning meetings.

- Support decision-making on adjustments to goals, strategies, partnerships, and approaches
- Facilitate stakeholder groups
- Support innovation, best practices, and achievement of strategic objectives to best serve staff, students and families
- Develop and manage processes to improve cross-departmental tools
- Perform other duties as assigned

### **KNOWLEDGE AND ABILITIES:**

- Proven track record leading and executing large-scale, sustainable programs and projects within communities
- Strong analytical and critical thinking skills with ability to analyze data to inform daily decisions to define problems, outline valid conclusions and action steps
- Ability to quickly adapt and generate a variety of innovative, effective solutions as complicated and multi-faceted challenges arise
- Thrive in a dynamic, fast-paced environment, and is able to strategically prioritize time and competing initiatives, with high expectations for both the quality and speed of work
- Ability to work in a variety of situations with multiple interests/parties involved
- Self-starter with ability to conduct multiple projects concurrently, both independently and as a member of a collaborative team
- Ability to effectively communicate with teams to focus resources toward achievement of expected results
- Strong communication skills written and verbal, able to use a variety of multimedia tools
- Ability to present information to audiences at all levels of internal and external stakeholders
- Demonstrates a high-level relationship building skills with the ability to build consensus, engage a diverse range of stakeholders, and navigate complex community and political dynamics
- Ability to facilitate group processes in conflict resolution, planning, and decision-making
- Committed to providing high levels of service to various internal and external stakeholders

### **EDUCATION AND EXPERIENCE:**

- Post graduate work in school administration, curriculum and instruction, or related field
- Progressively responsible experience in providing leadership in a school or district setting
- Experience in directing/supervising the work of others.
- Bachelor's degree from an accredited college and/or university
- Master's degree in Change Management, Education, Policy, or Public Administration preferred
- Valid California Teaching Credential and valid California Administrative Services Credential preferred

