



Community Engagement Initiative District Team Member Roles, Expectations, & Responsibilities

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Community Engagement Initiative District Team Member Roles, Expectations, & Responsibilities Team Role: District Lead

Participation in the Peer Leading and Learning Network (PLLN) of the Community Engagement Initiative (CEI) is a unique opportunity to transform the culture of school district/LEA's community engagement practices through participation in statewide networks of practitioners. The success accomplished by the CEI in partnership with the Cohort Districts/Local Educational Agencies (LEAs), will benefit in improving outcomes for ALL students for decades to come.

The following commitments are expected of ALL TEAM MEMBERS participating in the Peer Leading and Learning Network (PLLN) of the Community Engagement Initiative.

- To participate in all PLLN activities, both during and between PLLN meetings, through June 2024
- To fully attend and participate in at least six of the eight virtual and in-person PLLN meetings per year, as the academic schedule allows
- To inform team lead, as soon as possible, of any meeting absence
- To inform team lead, as soon as aware, of inability to continue as a member of district team
- To communicate with the team and the team lead to ensure understanding of all current affairs and requests.
- To contribute input to the development and activities associated with district's Improvement Science efforts (ie. The development of Problem Of Practice (PoP), and implementation of PoP activities, tracking of Plan, Do, Study, Act (PDSA) cycles, etc.)
- To engage with PLLN participants from other district teams
- To provide input and feedback on team, network & group meetings, resources and activities including surveys and focus groups
- To read and respond in a timely manner to all CEI related communication
- To be willing to co-facilitate future PLLNs
- To share learnings with peers

Teams should be no more than 15 members total and no less than 6 members.

Each team must include the following roles for the minimum 6 members:

1. District Lead
2. Students/Families
3. District Leadership/Staff
4. School Site Leadership/Staff
5. Community Based Organization
6. County Office of Education Leadership/Staff

Continue below for description of each role's expectations and responsibilities.

Team Role: District Lead (1 Person)

Each district shall appoint a district employee as the District Lead to connect with key community partners as a liaison, and to oversee the district's participation in the CEI.

Role Expectations & Responsibilities:

- Compile a team of **no more than 15 members total and no less than 6 members**; consisting of a combination of the roles listed below
- Designate a back-up lead who could support in absence and who should receive important



- communication from the CEI Lead Agency Partners alongside the District Team Lead
- Oversee all initiative-related communications and fiscal aspects
 - Progress monitor the initiative's Improvement Science efforts, regularly assess, and make necessary adjustments
 - Monitor fiscal resources related to CEI
 - Monitor adherence to the CEI statute
 - Coordinate and confirm team membership
 - Support team travel and logistic confirmations & support
 - Support & confirm survey completion
 - Ensure all team members are prepared/informed to fully participate in each convening; i.e. access to internet, preview of content, and clearly understand their roles and desired outcomes for each session
 - Collect data when necessary
 - Participate in testing and revising the approaches, practices, resources, and metrics developed by CEI
 - Schedule & facilitate monthly CEI team meetings for follow-up, debrief, and homework (including agenda and resources)
 - Support synthesizing team input and research for Improvement Science implementation



Community Engagement Initiative District Team Roles, Expectations, & Responsibilities Team Role: Students

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Team Role: Students

District Lead shall select at least two (2) student representatives (related to designated family or not) for upper elementary/middle/high school designated sites.

Role Expectations & Responsibilities:

- Represent the voice of the students in the district/school at CEI convenings and during district's Local Control and Accountability Plan (LCAP) decision making processes
- Provide a student perspective on issues related to local pupil outcomes
- Share experiences, related to this initiative, with district team and other PLLN teams to support the success of the CEI Network
- Engage in conversations about the unique experiences and expertise of students
- Participate in CEI student leadership development activities

By fulfilling these responsibilities, student representatives ensure that the student voice is well represented in efforts to improve community engagement systems and processes across the state, in the CEI and within their local context.

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- To inform team lead, as soon as possible, of any meeting absence
- To inform team lead, as soon as aware, of inability to continue as a member of district team
- To communicate with the team and the team lead to ensure understanding of all current affairs and requests.
- To contribute input to the development and activities associated with district's Improvement Science efforts (ie. The development of Problem Of Practice (PoP), and implementation of PoP activities, tracking of Plan, Do, Study, Act (PDSA) cycles, etc.)
- To engage with PLLN participants from other district teams
- To provide input and feedback on team, network & group meetings, resources and activities including surveys and focus groups
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- To be willing to co-facilitate future PLLNs
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Community Engagement Initiative District Team Roles, Expectations, & Responsibilities Team Role: Family Members

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Team Role: Family Members

District Lead shall select at least two (2) family members of students enrolled at the designated school site.

Role Expectations & Responsibilities:

- Represent the voice for the families in the district/school
- Provide a parent/family perspective on issues related to local pupil outcomes
- Share experiences, related to this initiative, with district team and other PLLN teams to support the success of the CEI Network
- Participate in advisory and/or decision making bodies such as English Learner Advisory Committee (ELAC), Parent Advisory Committee (PAC), and Local Control and Accountability Plan (LCAP) meetings

By fulfilling these responsibilities, family members can effectively represent their communities, contribute to the statewide efforts of the Community Engagement Initiative, and ensure that the perspective of families is incorporated into the decision-making processes at their District/LEA.

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District Team Roles, Expectations, & Responsibilities

Team Role: Community Partner

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Team Role: Community Partner

District Lead shall select a representative from a community-based organization that contributes to or supports community engagement at the district and/or the specified school.

Example: Community food banks, after school providers, tutoring services, college and career readiness, adult education services etc.

Role Expectations & Responsibilities:

- Provide a community based perspective on issues related to local pupil outcomes
- Share experiences, related to this initiative, with district team and other PLLN teams to support the success of the CEI Network
- Provide information on resources and programs that could support the Improvement Science actions and strategies at the school site

By fulfilling these responsibilities, community partners can bring invaluable community perspectives to the decision-making process, contribute to the success of the initiative, and ensure that local resources and programs are effectively utilized.

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Community Engagement Initiative District Team Roles, Expectations, & Responsibilities Team Role: School Site Staff

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Team Role: School Site Staff

District Lead shall select School Site Staff representatives from the designated school site that contributes to and supports community engagement at the specified school.

Example: School counselor, classified personnel, teachers, etc.

Role Expectations & Responsibilities:

- Provide a school site level perspective on issues related to local pupil outcomes
- Share experiences, related to this initiative, with district team and other PLLN teams to support the success of the CEI Network
- Participate in testing and revising the approaches, practices, resources, and metrics developed by CEI
- Support the Improvement Science actions and strategies at the school site
- Engage in conversations about the unique experiences and expertise of students

By fulfilling these responsibilities, school site staff can ensure that their unique insights and professional experience contribute to the overall success of the school site, district/LEA and the Community Engagement Initiative and that effective practices are shared and adopted across the network.

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Community Engagement Initiative District Team Roles, Expectations, & Responsibilities Team Role: School Site Leadership

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Team Role: School Site Leadership

District Lead shall select School Site Leadership representatives from the designated school.

Example: The principal, vice principal, dean, or leadership team members.

Role Expectations & Responsibilities:

- Provide a school leadership perspective on issues related to local pupil outcomes
- Share experiences, related to this initiative, with district team and other PLLN teams to support the success of the CEI Network
- Support synthesizing team input and research to develop Improvement Science implementation actions and strategies.
- Support data collection when necessary
- Execute the Improvement Science actions and strategies at the school site
- Participate in testing and revising the approaches, practices, resources, and metrics developed by the foundational cohorts

By fulfilling these responsibilities, School Site Leadership can provide essential guidance, insights, and support to the overall CEI while ensuring the effective implementation of Improvement Science strategies at the school level.

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Community Engagement Initiative District Team Roles, Expectations, & Responsibilities Team Role: District Level Staff

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Team Role: District Level Staff

District Lead shall select District Level Staff who oversee community engagement and/or community schools implementation at the district level.

Example: Family and Community Engagement Staff (FACE) and/or the Community Schools Coordinator at the district level

Role Expectations & Responsibilities:

- Provide a FACE/Community School Coordinator perspective on issues related to local pupil outcomes
- Share experiences, related to this initiative, with district team and other PLLN teams to support the success of the CEI Network
- Support synthesizing team input and research for Improvement Science implementation actions and strategies
- Participate in testing and revising the approaches, practices, resources, and metrics developed by the CEI

By fulfilling these responsibilities, District Level Staff can contribute crucial insights on community engagement and provide guidance on the overall direction of the initiative. Their role ensures the effective implementation of Improvement Science strategies at the district level.

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Team Role: District Level Leadership

District Lead shall select District Level Leadership representatives, (Cabinet-level administrators and/or Board Members) who oversee/support community engagement or community schools for the district.

Role Expectations & Responsibilities:

- Provide a district level perspective on issues related to local pupil outcomes
- Share experiences, related to this initiative, with district team and other PLLN teams to support the success of the CEI Network
- Participate in testing and revising the approaches, practices, resources, and metrics developed by the foundational cohorts
- Integrate CEI learnings into transforming districts systems, practices, etc.
- Execute the development and activities associated with district's Improvement Science efforts (ie. The development of Problem Of Practice (PoP), and implementation of PoP activities, tracking of Plan, Do, Study, Act (PDSA) cycles, etc.)

By fulfilling these responsibilities, District Level Leadership can provide crucial guidance on the overall direction of the initiative and ensure the effective implementation of Improvement Science strategies at the district level.

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Community Engagement Initiative District Team Roles, Expectations, & Responsibilities Team Role: County Office of Education Staff

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Team Role: County Office of Education Staff

District Lead shall select representatives from their County Office of Education that contributes to or supports community engagement at the county level..

Role Expectations & Responsibilities:

- Provide an Office of Education level perspective on issues related to local pupil outcomes
- Share experiences, related to this initiative, with district team and other PLLN teams to support the success of the CEI Network
- Support resource sharing and connections between the districts in the county to help the implementation of your district's Improvement Science efforts and Problem of Practice strategies
- Provide connections of other initiatives within the System of Support that the district could benefit from
- Communicate and ensure the team's understanding of all current systems and policy from the county level concerning family and community engagement and/or community schools
- Participate in testing and revising the approaches, practices, resources, and metrics developed by the foundational cohorts

In fulfilling these responsibilities, County Office of Education Staff play a crucial role in facilitating communication and resource sharing between districts within a designated county, thereby aiding the effective scaling-up and implementation of authentic community engagement practices and strategies.

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- To engage with PLLN participants from other district teams
- To provide input and feedback on team, network & group meetings, resources and activities including surveys and focus groups
- To read and respond in a timely manner to all CEI related communication
- To be willing to co-facilitate future PLLNs



- To share learnings with peers