

# **Community Engagement Initiative District Team Member Roles, Expectations, and Responsibilities**

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## Community Engagement Initiative District Team Member Roles, Expectations, and Responsibilities Overview of Responsibilities:

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 improve 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 2026
- To model and uphold behavioral expectations to ensure alignment with CEI professional standards as representatives of a statewide initiative.
- To fully attend and participate in at least six of the eight virtual and in-person PLLN meeting days per year, as the academic schedule allows
- To inform the team lead, as soon as possible, of any meeting absence
- To inform the team lead, as soon as aware, of the inability to continue as a member of the district team
- 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 the district's Improvement Science efforts (ie. The development of Problem Of Practice (PoP), 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 and group meetings, resources, and activities including surveys and focus groups
- To read and respond promptly 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 (Cohort IV) / 12 (Cohort V) 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. LEA Leadership/Staff
4. School Site Leadership/Staff
5. Community-Based Organization
6. County Office of Education Leadership/Staff

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

## Community Engagement Initiative District Team Member Roles, Expectations, and Responsibilities

### Team Role: Team Lead / Back-up Team Lead

#### Team Role: Team Lead / Back-up Team Lead

Each district shall appoint an LEA employee as the Team Lead (with a backup lead) to connect with key community partners as a liaison and to oversee the LEA's participation in the CEI.

#### Role Expectations and Responsibilities:

- Model, monitor, and uphold the behavioral expectations of all team members to ensure alignment with CEI professional standards as representatives of a statewide initiative
- Compile a team of **no more than 15 (Cohort IV) / 12 (Cohort V) members total and no less than 6 members**; consisting of a combination of the roles listed below
- Designate a backup lead who could support in the 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 maintain team membership
- Support team travel / logistic confirmations and support
- Support and confirm survey completion
- Ensure all team members are prepared/informed to participate in each convening fully; i.e. access to the 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 and facilitate monthly CEI team meetings for any necessary follow-ups, and PLLN debriefing, and ensure completion of asynchronous work

## Community Engagement Initiative District Team Roles, Expectations, and Responsibilities

### Team Role: Student Leader(s)

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 improve outcomes for ALL students for decades to come.

### Team Role: Student Leader(s)

Team Lead shall select student leader(s) (related to designated family or not) for upper elementary (5th or 6th grade)/middle/high school.

#### Role Expectations and Responsibilities:

- Represent the voice of the students in the district/school at CEI convenings and during the district's Local Control and Accountability Plan (LCAP) decision-making processes
- Communicate the student perspective on issues related to local pupil outcomes
- **Actively collaborate with students and adults and participate in the general meetings (up to nine hours a day during an in-person convening)**
- Share experiences, related to this initiative, with the district team and other PLLN teams to support the success of the CEI Network
- Engage in robust conversations about the unique experiences and expertise of students
- Actively participate in CEI student leadership development activities

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

Leaders can come in all shapes and sizes. When looking to identify your potential student leaders, they should ideally exhibit most or all of the following characteristics below. This role is an excellent opportunity to foster the development of student leaders, but it is the responsibility of the Team Lead to support this student's leadership journey.

#### Key Qualities of Student Leaders:

1. **Leadership:** Demonstrates the skills or capabilities necessary to lead.
2. **Communication:** Articulates thoughts clearly and listens to other perspectives.
3. **Problem-Solving Mindset:** Analyzes situations thoughtfully, and develops creative solutions.
4. **Resilience:** Embraces challenges as opportunities for growth.
5. **Empathy and Inclusivity:** Values hearing multiple voices and actively seeking to understand the perspectives of others and advocating for equity.
6. **Community Engagement:** Committed to serving the community, and participating in volunteer initiatives and extracurricular activities.
7. **Educational Commitments:** Ability to maintain all academic commitments (attendance, homework, etc.)



## **Community Engagement Initiative District Team Roles, Expectations, and Responsibilities**

### **Team Role: Family/Caregiver**

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 improve outcomes for ALL students for decades to come.

### **Team Role: Family/Caregiver**

The team Lead shall select family/caregiver member(s) of a student enrolled at the designated school site.

#### **Role Expectations and Responsibilities:**

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

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



## **Community Engagement Initiative District Team Roles, Expectations, and Responsibilities**

### **Team Role: Community Partner**

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 improve outcomes for ALL students for decades to come.

### **Team Role: Community Partner**

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

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

### **Role Expectations and Responsibilities:**

- Provide a community-based perspective on issues related to local pupil outcomes
- Share experiences, related to this initiative, with the LEA 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 are provided in support of the LEA's goals.

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

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 improve outcomes for ALL students for decades to come.

### Team Role: School Site Staff

Team Lead shall select School Site Staff **from the designated school site** that contribute to and support community engagement at the specified school.

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

### Role Expectations and Responsibilities:

- Provide a school site-level perspective on issues related to local pupil outcomes
- Share experiences, related to this initiative, with the 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.

## Community Engagement Initiative District Team Roles, Expectations, and Responsibilities **Team Role:** School Site Leadership

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 improve outcomes for ALL students for decades to come.

### **Team Role:** School Site Leadership

Team Lead shall select School Site Leadership from the designated school.

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

### **Role Expectations and Responsibilities:**

- Provide a school leadership perspective on issues related to local pupil outcomes
- Share experiences, related to this initiative, with the 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.





## **Community Engagement Initiative**

### **District Team Roles, Expectations, and Responsibilities**

#### **Team Role: District/LEA Level Staff**

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 improve outcomes for ALL students for decades to come.

#### **Team Role: District/LEA Level Staff**

Team Lead shall select District/LEA Level Staff who support community engagement, LCAP development, and/or community school implementation at the district/LEA level.

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

#### **Role Expectations and Responsibilities:**

- Provide a FACE/Community School/LCAP Coordinator perspective on issues related to local pupil outcomes
- Share experiences, related to this initiative, with the District/LEA 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/LEA Level Staff can contribute crucial insights on community engagement and guide the overall direction of the initiative. Their role ensures the effective implementation of Improvement Science strategies at the district level.

## **District Team Roles, Expectations, and Responsibilities**

### **Team Role: District/LEA Level Leadership**

Participation in the Peer Leading and Learning Network (PLLN) of the Community Engagement Initiative (CEI) is a unique opportunity to transform the culture of 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 improve outcomes for ALL students for decades to come.

### **Team Role: District/LEA Level Leadership**

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

### **Role Expectations and Responsibilities:**

- Provide a District/LEA-level perspective on issues related to local pupil outcomes
- Share experiences, related to this initiative, with the 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 district systems, practices, etc.
- Execute the development and activities associated with the District/LEA's improvement science efforts

By fulfilling these responsibilities, District/LEA 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/LEA level.



## **Community Engagement Initiative**

### **District Team Roles, Expectations, and Responsibilities**

#### **Team Role: County Office of Education Staff**

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.

#### **Team Role: County Office of Education Staff**

Team Lead shall work with the County Office of Education (COE) to identify a COE representative who will contribute to, or support, community engagement efforts..

#### **Role Expectations and Responsibilities:**

- Provide an Office of Education level perspective on issues related to local pupil outcomes
- Share experiences, related to this initiative, with the 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/LEA's Improvement Science efforts and Problem of Practice strategies
- Provide connections to 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 policies 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, the County Office of Education Staff plays a crucial role in facilitating communication and resource sharing between districts/LEAs within a designated county, thereby aiding the effective scaling-up and implementation of authentic community engagement practices and strategies.