



California County Superintendents Educational Services Association

JOB DESCRIPTION

Position Title: Director of Policy and Advocacy
Department: Governmental Relations
Reports to: Senior Director of Governmental Relations and Legal Affairs, and Executive Director
Location: Sacramento, CA
Posted: Wednesday, September 1, 2021
Applications due: Wednesday, September 22, 2021 (5:00 p.m.)

About CCSESA: The California County Superintendents Educational Services Association (CCSESA) is a nonprofit statewide association that serves California's students by supporting the unique work of our members, the 58 county superintendents of schools. CCSESA advocates for better public policy before the Governor, Legislature, state agencies, and federal government. Learn more at www.ccsesa.org.

1. Position Summary

The Director of Policy and Advocacy is a legislative and policy advocate who will lead advocacy efforts at the state and federal level. By working directly with the 58 county superintendents of schools, the Director of Policy and Advocacy will help advance a student-focused approach to education policy that prioritizes equity. Advocacy will focus on the California state legislature, state departments, the state budget act, Governor's Administration, and federal policy makers. The Director of Policy will work as part of a dynamic and collaborative CCSESA team on the association's initiatives. They will report to the Senior Director of Governmental Relations and Legal Affairs and the Executive Director.

2. Duties and Responsibilities

- Managing key elements of state and federal legislative, budget, and regulatory advocacy, including:



- Advancing a student-focused approach to education policy that prioritizes equity and outcomes.
- Developing policy strategies that incorporate statutory research, political awareness, media, partnerships with other stakeholder organizations, and the relationships held by county superintendents of schools.
- Interpreting and drafting statutory and regulatory language.
- Proactively researching the ways public education can and should improve student outcomes and advance equity goals.
- Adapting and responding, on a day-to-day basis, to emerging challenges facing our educational system.
- Communicating issues of policy and politics in a clear and confident way to county superintendents (and their staff), legislative and policy staff, and the public.
- Developing policy expertise in multiple subject areas pertaining to public education in California.
- Serving as the liaison and policy expert to various CCSESA Steering Committees: business and administration, curriculum and instruction, personnel, technology, and student services and programs.
- Implementing CCSESA's strategic plan (in development; adoption expected in late 2021).
- Other duties as assigned.

3. Minimum Qualifications

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. These may include, but are not limited to, the following.

Education. Bachelor's degree.

Experience. At least five years' of progressively responsible experience in California public policy, ideally with in-depth experience concerning K-12 public education in California. Examples of relevant policy experience: work with state legislation, the state budget, the California State Board of Education, the California Department of Education, lobbying and advocacy, etc.



Knowledge. Strong knowledge of California's public school system, trends in K-12 education, education policy or practices. Knowledge must include state and federal legislative process, budget process, and political landscape.

Skills and abilities.

- A strong reputation for building collegial relationships inside and across organizations.
- Excellent communication skills, including:
 - ✓ Ability to compose objective and persuasive written communication that concisely and comprehensively explains the legal, policy, practical, and political implications of an issue. Written communication includes research briefs, formal letters, talking points, and other written correspondence.
 - ✓ Ability to verbally articulate messages in diverse settings, such as public hearings, or with policy makers and staff, other stakeholders, and CCSESA members.
- Ability to interpret and apply the law, including:
 - ✓ Locating and understanding applicable statutes, regulations, and legal opinions.
 - ✓ Applying a set of facts to applicable law.
 - ✓ Ability to communicate technical information in an understandable way.
 - ✓ Making policy or practical recommendations based on the law.
 - ✓ Ability to draft revisions to law, such as bill language or amendments.
- Ability to create a policy and political strategy to solve issues, including:
 - ✓ Creating strategic partnerships and coalitions.
 - ✓ Assessing the external/media implications of a scenario to make recommendations based on those factors.
 - ✓ Drawing useful connections between a particular problem and larger political and policy trends.
- Proficiency with email software, web applications, spreadsheet software, word processing software, and internet video communication.



CCSESA

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- Must be able to handle multiple projects simultaneously and in a self-directed fashion.

Physical demands. This position requires the ability to move between meeting locations, typically in and around downtown Sacramento, and the ability to remain in a stationary position, such as during a public hearing. This position requires frequent communication, verbally and in writing, by phone, video conferencing, in-person, email, text message, and other forms of communication. Specific vision abilities required by this job include close vision to read printed materials and a computer screen. Travel requirements outside of Sacramento are less than 10 percent of the time (e.g., annual conferences and other association activities).

4. Compensation and Benefits

This salary range for this position is \$115,000 to \$155,000 and is negotiable based on experience. Benefits include medical (\$1,100 per month), dental, vision, long-term disability, life insurance, Flexible Savings Account, and LifeLock identity protection. CCSESA also offers a 403(b) retirement plan to assist in planning for retirement. CCSESA provides a contribution match up to 6 percent for contributing employees.

5. Application Instructions

Please complete the Job Application Form. Please note the Job Application Form provides a checklist of additional attachments required, including a résumé, writing sample (one minimum, two maximum), and a letter of interest (recommended). The completed Job Application Form and attachments must be submitted via email by to Tiffanie Floyd (tfloyd@ccsesa.org) by the date above.

For any questions, please contact Tiffanie Floyd, CCSESA Director, Finance & Operations: tfloyd@ccsesa.org or 916-446-3095.

CCSESA is an equal opportunity employer.