



DIRECTOR - FAMILY AND COMMUNITY ENGAGEMENT

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Educational Services

PRIMARY FUNCTION

Plan, direct, organize, and support the development and implementation of district-wide parent, family and community engagement programs; provide professional development opportunities for certificated administrators to support and implement best practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, organize, control, and direct the daily operations and assigned functions of the District's parent engagement
- Provide leadership and technical assistance in school/ parent/ family/ community partnerships to develop and implement high-impact family engagement strategies that drive student achievement and school improvement
- Perform extensive outreach and collaboration with community organizations and agencies to connect resources to school communities
- Provide leadership and technical assistance to site administrators in assessing school needs and effectiveness and determining objectives as the basis for developing long-and short-range plans
- Act as a resource to site administrators in the development of school plans and organizational procedures for the engagement of parents, families and communities established in District plans and District policy
- Review, develop, and communicate policies, procedures, and regulations districtwide and within the community in support of parent, family and community engagement in the areas of communication, district programs, instructional resources, technology, record management, workflow monitoring, programs and productivity assessment
- Conduct research, analyze data, and prepare and maintain a variety of statistical reports, records, and files
- Compose reports, procedures, and correspondence covering a wide variety of matters
- Collaborate with stakeholders and staff to develop materials and information accessible to parents, families and community members in support of engagement efforts
- Conduct and facilitate meetings, resolve problems, exchange information, provide direction for department staff members, district personnel, and others as required; serve on district-wide and community-based committees, task forces, and panels
- Develop, organize, and conduct presentations, workshops, and trainings for parents, staff, and District advisory committees on parent involvement to help improve student academic achievement
- Develop, implement, and update internal and external procedures to assure smooth and efficient delivery of services and compliance with laws, policies, and regulations, in particular as it relates to federal Title I policies
- Perform a variety of major special projects affecting district-wide personnel, programs, and activities
- Develop, allocate, and monitor budgets for assigned programs, facilities, equipment, and inventories to ensure fiscal responsibility
- Establish, direct, and participate on committees for program planning, implementation, and monitoring
- Plan and recommend programs, objectives, and procedures as it relates to District initiatives
- Train, supervise, and evaluate the performance of certificated and classified staff; interview and select employees; apply due process and recommend disciplinary action up to and including termination
- Perform related duties as assigned

IMMEDIATE SUBORDINATES

Classified and certificated staff as assigned

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE:

- California Administrative Credential
- A minimum of 5 years successful district-level and/or site administration experience which includes experience as a site principal

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Organizational development principles and practices
- Guidelines for use of Federal Title I Funds
- Research-based best practices for parent involvement
- Diverse cultures in the community
- Strategies for parent recruitment
- Methods of statistical analysis and report writing techniques
- Principles and practices of employment, management, and effective supervision
- Facilitation techniques to promote collaboration
- Office productivity, collaboration, communication, and social media tools
- Operation of standard office equipment

ABILITY TO:

- Provide leadership and direction in assigned functions
- Supervise and provide effective feedback to certificated and classified staff resulting in positive outcomes for students
- Independently perform highly complex research and special assignments
- Interpret, apply, write, design, and explain district, state and federal policies, procedures, rules, and regulations
- Learn the procedures and functions of assigned duties; perform a wide variety of specialized and technical duties
- Plan and organize work to meet schedules and timelines
- Communicate effectively verbally and in writing
- Think strategically
- Establish and maintain cooperative and effective working relationships with all levels of District staff parents, outside agencies, and the community
- Prepare presentations, provide professional development, and use facilitation skills
- Maintain statistical records and prepare comprehensive, highly complex reports
- Analyze situations accurately and adopt an effective course of action
- Interpret federal and District Title I parent involvement policies
- Transform parent engagement theory into practice
- Work closely with diverse families and promote the importance of parent involvement in education
- Perform extensive community outreach

WORKING CONDITIONS

ENVIRONMENT:

- Indoor office and outdoor settings
- Driving to various locations

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information in person and on the telephone
- Seeing to read, prepare, and proofread documents
- Sitting or standing for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies
- Lifting light objects

SALARY

In accordance with the Certificated Administrators' Salary Schedule