

	Family and Community Engagement Lead	<p style="text-align: center;">Classified Position</p> <p>Initial Date: April 21, 2021 Board Approval: Revision Date: Personnel Commission: April 21, 2021 Range: 47</p> <p style="text-align: center;">Reports to Director in Educational Services Department</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

The Family & Community Engagement Lead will work with key stakeholders from broad cross-sections of schools and communities in Morgan Hill and the greater Santa Clara South County area. The position will include significant time interacting with school team members, families, and external partners in order to ensure positive and productive relationships and receives limited supervision within a framework of standard policies and procedures and requires the ability to exercise caution and care in the performance of assigned duties. The Family & Community Engagement Lead will be part of the Educational Services Department and work under the direction of the Coordinator of Equity and work closely with the Communications Coordinator.

REPRESENTATIVE DUTIES:

Community Engagement:

- Build greater awareness and partnerships with external organizations, programs, and initiatives aligned with MHUSD education priorities
- Develop a thorough understanding of community dynamics and relationships surrounding our schools through research and relationship-building
- Collaborate with existing personnel to continue to build partnerships with community organizations that provide services to students, families, schools, and MHUSD
- Attend community events to build relationships with schools and cultivate community partners
- Identify opportunities to enable our schools to serve as a resource within their broader communities
- Host information sessions and other outreach events for MHUSD; speak engagingly and knowledgeably about MHUSD to diverse audiences
- Gather regularly with site Community Liaisons to train and share information
- Assist the Communications Coordinator with Spanish translations for all outgoing communications; assist departments at the District office, as needed, with outgoing written and verbal translations

Family Engagement:

- Lead the process to help define the family engagement vision and approach for MHUSD and implement sustainable practices
- Collaborate with school leadership in the implementation of family engagement goals
- Identify and curate family resources on topics of interest to families, including but not limited to managing regular resource posts and identifying third-party experts to conduct training
- Participate in training for family engagement and community organizing

Advocacy:

- Actively engage current MHUSD families to build their leadership skills and give them the choice to support expanding MHUSD school communities' impact and to advocate for education improvements in their communities
- Support regional civic engagement efforts to ensure MHUSD School Communities is civically active through voting, attending community meetings and District Board meetings, sharing promising practices, and collaborating with others
- In partnership with other ESD team members, support Family Leaders with strategic outreach to city, county, state, and school district personnel, through letter-writing campaigns, school visits, and visits to district

KNOWLEDGE AND ABILITIES:

- Knowledge of the typical needs of students and their parents
- Knowledge of district programs and services
- Knowledge of community programs and services
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
- Ability to speak, read and write a second language* fluently
- Ability to provide translation and interpretation services as needed
- Ability to establish and maintain effective relationships with students and their parents
- Ability to establish and maintain effective relationships with school/district staff
- Ability to establish and maintain effective relationships with community providers
- Ability to flex time to be able to accommodate school schedule, evening meetings, or work need to be conducted outside normal work schedule
- Ability to present to large groups of individuals on district initiatives in both English and Spanish which would include district/school staff and family and community members

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required
- Experience working with school-age children desired
- Bilingual/biliterate in Spanish and English

LICENSES AND OTHER REQUIREMENTS:

- A valid California driver's license
- May require pre-employment physical examination

WORKING CONDITIONS:**ENVIRONMENT:**

- Primarily indoor working environment; office
- Includes both school and home environments
- Driving a vehicle to conduct home visits

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Sitting for extended periods of time
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials
- Reaching overhead, above the shoulders and horizontally
- Moderate to high stress level

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

*Current language needed is Spanish.