

**JOB TITLE:** Director Family Academy and Outreach

**GRADE LEVEL/TERMS OF EMPLOYMENT:** Grade 125 / twelve-month (260 days)  
contract position with excellent benefits

**FLSA STATUS:** Exempt

**WORK LOCATION:** Richmond Public Schools (RPS) City Hall

**IMMEDIATE SUPERVISOR:** Chief Engagement Officer

### **General Description:**

The Family Academy and Outreach Director is charged with overseeing the Department of Family Support for the Office of Engagement. The Family Academy and Outreach Director will develop and implement the RPS Family Academy, a program that provides learning opportunities for parents, guardians, and caregivers in areas such as; special education processes, student advocacy, and adult literacy. Additionally, the Family Academy and Outreach Director is responsible for designing and executing the division's family and community outreach efforts that support families in housing transition, newcomer families, and division-wide communication. The Family Academy and Outreach Director works collaboratively with Office of Engagement staff to build strong partnerships with community members.

### **Essential Duties and Responsibilities:**

- Provides direct supervision to the Family Support Department and oversees all division-wide outreach and engagement initiatives.
- Oversees all aspects of the creation, implementation, and promotion of the RPS Family Academy.
- Develops and maintains working relationships with new and current Family Academy partners.
- Serves as point of contact for Family Academy course offerings and ensures Family Academy materials and supplies are available and ordered in a timely manner.
- Creates a system for collecting session feedback and course suggestions to assist with the planning of future Family Academy course offerings.
- Develops success metrics to measure family engagement initiatives and family academy impact on the division's student performance goals.
- Collects and analyzes engagement and Family Academy program data to make appropriate program adjustments.

### **Qualifications:**

- Master's degree in social work, counseling, or related field required.
- Ability to work independently, take initiative, and solve problems creatively required.
- Excellent communication (oral and written), organizational, presentation and public relations skills required.
- Demonstrated understanding of and sensitivity to the diverse cultural, ethnic, and socio-economic backgrounds of families required
- Ability to work a flexible schedule and participate in evening and weekend events as required.
- Advocacy or policy experience preferred.
- Community organizing and engagement experience preferred.
- Fluency in English and Spanish preferred.
- Experience with school, family, and community planning activities and programs preferred.

- Strong computer skills including proficiency with Microsoft Office Suite and Google applications preferred.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Work requires frequent standing, sitting, walking, light lifting up to 10 pounds, vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels and visual acuity for preparing and analyzing written or computer data.