

Job Title:	Manager of Early Childhood Education - Family & Community Engagement
Grade Level/Terms of Employment:	Grade 130/260 Days (12 months)
FLSA Status:	Exempt
Work Location:	Central Office/City Hall
Immediate Supervisor:	Director of Early Childhood Education and School Readiness

General Description:

The Manager of Early Childhood Education (ECE) Family and Community Engagement provides direction and leadership for the Office of Early Childhood Education to deeply engage with preschool parents, families, and community partners. The Manager of ECE Family and Community Engagement provides strategic leadership for outreach and awareness of the division's preschool opportunities, develops and leads the early childhood department's annual preschool registration and enrollment procedures and establishes, grows and renews partnerships between the Richmond Public School's (RPS) Office of Early Childhood Education and community organizations in the field of early childhood to attain key objectives aligned with the division's strategic priorities. This individual also provides visionary leadership for the coordination of learning opportunities and development for parents/caregivers in collaboration with family service advocates at the school level, facilitates academic engagement, and promotes effective communication practices between parents, caregivers, teachers, and support staff.

Essential Duties and Responsibilities:

- Develops clear, specific, and ambitious performance measures for community and family engagement in Richmond Public Schools' (RPS) early childhood program
- Collaborates and communicates effectively with preschool principals and other department staff in order to implement a comprehensive and evidence-based family and community engagement strategy
- Leads the department's annual outreach, registration and enrollment campaign
- Supervises the ECE department's family engagement specialists, health specialists and social workers
- Works with the ECE Director to update outreach and enrollment strategies as new needs emerge
- Develops communications materials including summary documents, brochures, FAQs, and other items; works in collaboration with the division's Office of Engagement to develop the ECE department's web and social media strategy and press strategy
- Provides outreach, training, and support to families based on feedback about family engagement to enhance the sense of community and belonging
- Helps address complaints, disputes or disagreements among stakeholders as they arise
- Facilitates professional development of effective family engagement practices for the preschool staff
- Develops and/or facilitates parent education programs in coordination with national programming to support students' academic achievement effectively

- Develops, supports and grows family engagement teams in every preschool, making sure they are inclusive and reflect the diversity of the school's student and family population
- Develops and maintains relationships with community partners to support attainment of a set of shared goals and common strategic priorities
- Coordinates advocacy, supporting activities of partners
- In partnership with ECE Director, provides support to partner organizations in aligning their work to the district's strategic priorities in the early childhood education arena (e.g., identifying opportunities for program work to support specific goals)
- Works with the ECE Director to coordinate with other related projects and coalitions the early childhood field to maintain a full understanding of the current landscape of local and regional activities, and integrating their work into steering committee and working group processes
- Coordinates research and other activities to minimize redundancies and to align strategies and actions, including conducting individual outreach and education as needed
- Initiates, plans, leads, and participates in meaningful community events, including evening and weekend events
- Works in collaboration with the division's Office of Engagement to coordinate the home visiting program at the early childhood level to support preschool children and families
- Performs other related duties as assigned

Qualifications:

- Bachelor's degree in social work, education, public relations, or related field; Master's degree in related area, preferred
- At least 5-10 years of relevant work experience, including at least 3 years in early childhood
- Demonstrated leadership qualities and ability to work effectively with a diverse population of students, families, school-based staff, school-administrators, business and community leaders and partners
- Knowledge of local and national issues impacting early childhood education
- Outstanding communication and interpersonal skills, with the ability to build authentic relationships with a diverse set of stakeholders
- Existing relationships with, or ability to build relationships with, a cross-sector range of stakeholders in the local or regional area
- Advanced strategy and planning skills, including an ability to think strategically on both organizational and systemic levels over multi-year horizons
- Strong project management and organization skills with the ability to track intricate details and prioritize multiple initiatives and timelines simultaneously; office management and budgeting/accounting for project expenditure preferred
- Experience with communications and outreach strategy and media relations; working knowledge of multimedia technologies and communications tools and current social media tools, trends and techniques
- Bilingual with proficiency in Spanish strongly preferred
- Ability to work a flexible schedule