

Job Title:	Director of Family Engagement
Grade Level/Terms of Employment:	Pay Grade 130, 260 days
FLSA Status:	Exempt
Work Location:	Richmond Public Schools (RPS) City Hall
Immediate Supervisor:	Chief Engagement Officer

General Description:

The Director of Family Engagement will be responsible for implementing and overseeing the division's family engagement strategy with the ultimate goal of engaging families as essential partners in helping students achieve academic proficiency, college and career readiness. The Director will manage a team of individuals who will provide direct support to regional based community hubs and schools, and will also be responsible for integrating and coordinating cross-functional communication with teams and individuals who have engagement responsibilities across the division, including but not limited to RPS's Welcome Center and Center for Families in Housing Transition.

Essential Duties and Responsibilities:

- Develops trusted relationships with a team of cross-functional leaders to implement a division-wide engagement strategy, with the ultimate goal of building school and division leaders that value and support the division's family engagement initiatives.
- Builds and manages a team to effectively facilitate family engagement initiatives (including partner activities). Develops clear, specific, and ambitious performance goals for the team and manages continuous improvement of the team and its initiatives.
- Collaborates with various parent organizations, non-profits, and parent advocacy groups to strengthen family engagement and to ensure the division is leveraging the strengths of those organizations that seek to support the division's efforts around engagement.
- Develops and delivers professional development for key personnel including teachers, principals, front-office staff, and family liaisons to ensure engagement standards and effective engagement practices are embedded in day-to-day work.
- Compiles and manages budgets and cost estimates based upon documented program needs. Ensures that programs are cost-effective and funds are managed prudently.
- 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 Regional Community Hubs and its impact on students' attendance goals.

Qualifications:

- Master's degree in social work, counseling, or related field related preferred.
- Advocacy experience preferred.
- Community organizing and engagement experience preferred.

- Experience working in a fast-paced, entrepreneurial environment; adaptable when managing multiple, shifting priorities; ease at managing competing demands and determining priorities independently; must be comfortable with ambiguity
- Excellent verbal and written communication skills; able to communicate complex ideas simply and succinctly
- Ability to work a flexible schedule and participate in evening and weekend events as required.
- Track record of success with engaging parents/guardians, leading to positive academic outcomes for their children
- Experience with school, family, and community planning activities and programs preferred.
- Ability to work collaboratively with constituents from diverse backgrounds including parents/guardians, alumni, school administrators, teachers, partners, and broader community stakeholders
- Strong computer and technology skills; proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and social media platforms; and interest in and ability to learn new platforms