

	<p><i>Director of Family and Community Engagement</i></p>	<p style="text-align: center;"><b>Certificated Position</b></p> <p><b>Initial Date: June 2, 2022</b></p> <p><b>Salary: Certificated Director (MHELA salary schedule) - 221</b></p> <p><b>Reports to Assistant Superintendent of Educational Services</b></p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the general direction of the Assistant Superintendent of Education Services, the Director of Family and Community Engagement will work with key stakeholders from broad cross-sections of schools and communities in Morgan Hill and the greater Santa Clara South County area, interacting with school team members, families, and external partners in order to ensure positive and productive relationships. The Director of Family and Community Engagement will create and implement initiatives and plans using multiple resources that are aligned to the district LCAP.

**REPRESENTATIVE DUTIES:**

- Consult with District staff to ensure coordination of all family and community engagement program efforts and adherence to federal, state and local policies and procedures.
- Coordinate with appropriate agencies, parents and school personnel to resolve problems and secure resources and services.
- Respond to community and school queries regarding programs, resources, and operating procedures.
- Prepare budgets and monitor expenditures for assigned programs.
- Collect and maintain relevant data regarding trends, needs and success of family and community engagement programs; compile data and other information for various local, state or federal reports.
- Build greater awareness and partnerships with external organizations, programs, and initiatives aligned with MHUSD education priorities
- Meet regularly with site Community Liaisons to share information and train on current related initiatives
- Collaborate with personnel 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
- Plan and conduct information sessions and other outreach events for MHUSD; speak engagingly and knowledgeably about MHUSD to diverse audiences
- Provide support for Professional Learning Communities and the use of agreed-upon data to foster the cycle of inquiry related to family and community engagement.
- Assist principals in the development of school improvement initiatives and site and District staff development related to family and community engagement.

- Work in collaboration with Special Education and Student Services on mental health and social-emotional initiatives and programs that can be offered as resources to students and families..
- Serve as a liaison between schools and various District departments by maintaining regular contact with principals and other Directors in order to exchange ideas, share information and develop successful family and community engagement plans.
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- Participate in the development of new principal leadership annual training strand in collaboration with Directors for all new administrators in the District related to family and community engagement
- Support planning, development, and prioritization of family and community engagement resources within the LCAP process.
- Prepare agenda items related to family and community engagement and attend school board meetings, as needed.
- Attend District-wide and community meetings, as requested.
- Participate in Coordinator and Director Meetings.
- Performs other similar responsibilities and duties, as assigned.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of school and district policies
- Knowledge of effective, high impact engagement strategies
- Knowledge of staff development approaches
- Knowledge of student and program assessment
- Knowledge of regulations and requirements related to grants and categorical projects
- Knowledge of budget management
- Knowledge of federal, state and local mandates concerning family and community programs
- Ability to relate well and work collaboratively with parents, teachers, administrators, and classified staff
- Ability to lead planning and implementation efforts
- Ability to effectively supervise
- Ability to communicate clearly, orally and in writing
- Ability to establish and maintain effective organization, community, and public relationships
- Ability to implement systems for ensuring that legal mandates are met
- Ability to establish and maintain effective organization, community, and public relationships

**WORKING CONDITIONS:**

**ENVIRONMENTAL CONDITIONS:**

- Indoor office environment; school setting subject to frequent interruptions
- Temperature - normal climate

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers
- Lifting, carrying, pushing, pulling as assigned by the position
- Seeing, hearing and speaking to exchange information

- Moderate to high-stress level
- Daily contact with site and District staff
- Frequent contact with families, community members, and outside agency personnel

**HAZARDS:**

- Exposure to and contact with blood and other body fluids; exposure to communicable diseases
- All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented

**EDUCATION, LICENSES, CERTIFICATES:**

- Five successful years of teaching and administrative experience
- Experience as a site administrator preferred.
- Administrative Services Credential and Master's degree (M. A.)

**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.