



JOB DESCRIPTION

Position Code: 440
Management Group: SJAA
Salary Range: 25
Work Calendar: 003
Page 1 of 3

POSITION TITLE: Director, Family Engagement and Partnership Development

DEFINITION: Provides leadership in the areas of family engagement, partnership development and problem resolution through direct efforts and in partnership with district departments and schools.

DIRECTLY RESPONSIBLE TO: Senior Director, Community Relations

SUPERVISION OVER: Classified staff as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Plans, organizes, and directs the operations of the district's family engagement initiatives and strategies to improve student achievement.
2. Designs and implements workshops for parents and families addressing early education, family literacy, college planning, etc., in collaboration with assigned department management.
3. Oversees the operations of the district's problem resolution office and serves as a level of secondary review and appeal for problem resolution cases, as needed.
4. Serves as a resource to school site administration to assist in the development of school plans and procedures for the engagement of parents, families, and communities.
5. Coordinates the facilitation of parent support groups, district committees and other input and feedback processes as directed.
6. Responsible for building public awareness and engagement in current issues as related to areas of responsibility and coordinating the identification of partnership and support needs and opportunities at the school site and district levels.
7. Facilitates the research, development and implementation of strategic community partnerships to improve student achievement and provide mutual benefit to partner organizations.
8. Evaluates the effectiveness of district and department initiatives and uses data-driven analytics to target community populations and track results.
9. Serves as the district's primary representative with key local, regional and state organizations, as assigned.
10. Oversees the implementation of a coordinated volunteer initiative to increase volunteers and resources to local schools including matching of volunteers to opportunities, staff and volunteer training and screening.
11. Collaborates with other district departments to participate in community events and activities.
12. Fosters a culture supporting equity and social justice within school communities.
13. Keeps abreast of innovative trends in curriculum and instructional delivery, student success, educational research, school improvement and family engagement.
14. Performs research and recommends resource allocations necessary to achieve assigned goals and tasks.
15. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Bachelor of Science or equivalent degree; postgraduate coursework preferred; Master's degree and valid California administrative credential desirable; five to seven years of experience in building community partnerships and/or family engagement initiatives in an educational setting; strong facilitation skills; outstanding communication, teamwork and interpersonal skills; demonstrated experience working with diverse group of stakeholders.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of planning, organization and direction of parent involvement/family engagement processes, workflows, and techniques
- Knowledge of non-profit organizations, fund development strategies and partnership building tactics
- Knowledge of problem resolution and de-escalation tactics and strategies
- Knowledge of standard business practices as well as district policies and procedures
- Knowledge of budget and other financial documents to maximize resources and maintain control over expenditures
- Ability to plan, manage, organize, and complete complex projects efficiently, including work planning, scheduling, measuring, and reporting
- Ability to analyze data and situations, render judgment, make decisions, and solve problems efficiently and effectively
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Ability to prepare written and oral reports
- Ability to work collaboratively with multiple stakeholders
- Ability to select, assign, motivate, direct, and evaluate staff
- Ability to communicate effectively both orally and in writing
- Ability to meet schedules and timelines
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to maintain consistent, regular and punctual attendance

WORKING CONDITIONS:

Work Environment:

Indoor office environment

- Moderate noise
- Continuous contact with staff, parents, and members of the community
- Contact with dissatisfied and/or uncooperative individuals
- Frequent travel between district sites and within the community

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about school and facilities to conduct work, including walking, standing, or remaining seated or stationary for long periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions

Other Characteristics:

- Willing to travel within the surrounding community for purpose of business

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 8/14/2012
Revised: 8/13/2014
Revised: 10/26/2016 (updated duties and title change)
Revised: 4/28/2021