

DIRECTOR OF FAMILY ENGAGEMENT AND SUPPORT SERVICES**DEFINITION**

Under the direction of the Director of Categorical Programs and Grants, provides leadership in developing, coordinating, implementing, and maintaining programs that meet educational, health, and social service needs in order to ensure academic success among Title I students and families and among those with similar needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Director of Categorical Programs and Grants:

- Provides leadership in organizing, planning, implementing and evaluating assigned programs.
- Supervises implementation and evaluation of grant-specific activities for assigned programs.
- Provides leadership in the development of long-range plans for the expansion of family engagement.
- Develops collaborative partnerships with the community to provide services to children and families.
- Coordinates collaborative steering committees for family engagement and support services programs.
- Plans and coordinates staff development training for assigned personnel.
- Plans and coordinates staff development activities for school staffs and families related to available support services and family engagement.
- Serves on various community and District committees or organizations in a leadership and/or advisory capacity as assigned.
- Seeks alternative revenue sources and prepares grant proposals to sustain and expand family engagement and support services.
- Keeps records and prepares required reports.
- Assists and trains school staffs in the areas of parent involvement and parent education.
- Responsible for budget management for assigned programs.
- Promotes family engagement and support services activities and opportunities throughout the community through newsletters, special announcements, programs, and other marketing methods.
- Provides parent training and education to improve parental involvement. Facilitates the district's commitment to parental involvement programs that support educational equity.
- Performs other duties as assigned.

QUALIFICATIONS:**Knowledge and Abilities:**

- Familiar with case management and family needs assessment systems.
- Knowledgeable about community resources and county programs that serve the needs of students and families at risk.
- The ability to cooperatively work with a broad scope of community services, funding agencies, and staff.
- An understanding of and appreciation for the cultural and ethnic pluralism of the District.
- The ability to effectively write, secure and manage grants.

Experience:

- A minimum of five years of experience in public or private schools is desired
- At least two years in administrative or supervisory capacity.

Education: A bachelor's degree in a related field.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.

Board Approved: 10/24/2013