

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: FAMILY INVLOVEMENT PROGRAM MANAGER

BASIC FUNCTION:

Under the direction of an assigned Director, provide services to District families and students using the State's *Family Engagement Framework* as a guide. Ensure that all school staff understands State and Federal laws and regulations and Board adopted policies regarding parent involvement. Develop and sustain family involvement activities at the District level. Work with all school sites in refining, coordinating and sustaining their family involvement activities. Train school staff in parent recruitment techniques. Attend conferences and County meetings to ensure that the district has up to date information regarding issues dealing with parent involvement.

REPRESENTATIVE DUTIES:

Provide training at the District and/or schools, when requested, regarding District and site parent advisory groups with a special focus on supporting the Board vision of parent involvement. *E*

Develop a system of District-wide coordination of services to parents. *E*

Assist in maintaining and monitoring the District Family Resources Center. *E*

Work with school and district Community Liaisons to develop and maintain ongoing working relationships with parents and community members. *E*

Schedule, organize, prepare for and conduct family involvement activities at both the District and schools to increase parental participation. *E*

Work specifically with parent groups from underrepresented student populations to incorporate a variety of mechanisms that promote and assure families are included in decision-making, implementation, and program evaluation processes. *E*

Conduct home visits as needed. *E*

Maintain a log of activities and updates files on information related to parent/family involvement. *E*

Disseminate information related to District family involvement events to families, community members, and school and district staff. *E*

Work in cooperation with the Language Support Services Department to provide opportunities for non-English speaking parents to participate in family involvement activities. *E*

Train district staff and parents in the *Family Engagement Framework*. *E*

Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles of public and human relations
Applicable federal and state laws, regulations and procedures

ABILITY TO:

Demonstrate effective communication and interpersonal skills, both written and oral, using tact, patience, and courtesy.
Prepare and present effective family involvement activities including workshops and/or trainings
Present updates/reports to community groups and the School Board
Gain cooperation through discussion and persuasion
Understand, communicate and work effectively with adults of different ethnic and economic backgrounds
Understand and carry out oral and written directions
Communicate effectively, both orally and in writing
Work independently with little direction.
Establish and maintain positive working relationships
Operate a computer and related software and other office equipment.

EDUCATION AND EXPERIENCE:

Education: Associate's degree in a Social/Behavioral Science, Child Development or related field is required. Bachelor's degree is preferred.

Experience: Three years paid experience working with community members, parents, and families.

LICENSES AND OTHER REQUIREMENTS:

Bilingual Spanish is required. Applicants will be required to pass the District's Bilingual Spanish examination. Possession of a valid California Class C driver's license and auto liability insurance which must be presented/available upon acceptance of offer of employment and maintained throughout employment in this position
Use of a personal automobile for job related travel.

WORKING CONDITIONS:

ENVIRONMENT:

District office environment and school sites.
Subject to driving to a variety of locations to conduct work during day and evening hours.
Subject to frequent interruptions and extensive contact with students, staff, parents, and the public.
Indoor and outdoor environment.

PHYSICAL ABILITIES:

Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
Reaching overhead, above the shoulders, and horizontally.
Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
Hearing and speaking to exchange information in person and on the telephone.
Visual ability to read, prepare/process documents, and to monitor various services and personnel.
Sitting for extended periods.
Standing for extended periods.
Walking over rough or uneven surfaces.
Climbing, occasional use of stepladders.
Physical activity may be required, which could include moderate lifting.