Adams12 Five Star Schools

Job Description
Revised/Updated: **February 2025**

Job Title:	**Director, Student Engagement Initiatives**	Job Code:	**050302**
Job Family:	**Certified**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range:	**L18**
Typical Work Year:	**12 months**		

SUMMARY: This position manages student engagement services and initiatives including Whole School, Whole Child, Whole Community, Intervention Services, Parent/Family Engagement, Federal Programs, the Student and Family Outreach Program and supervises Title processes at the district level. Supervises administrative and support staff responsible for oversight of district attendance, truancy prevention and intervention, and dropout prevention and retrieval.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Oversee and provide guidance to the Student Engagement Initiatives administrative team, including: Intervention Services, Federal Programs, Office of the Whole Child, Health Services, Extended Learning/PEAK, and Medicaid Office. Establish and monitor a supervisory and accountability structure for all six offices in the department. Oversee and authorize the hiring of all staff as determined by need and budget. Create and implement structures for collaboration with district and school administrators, school personnel and other stakeholders. Actively participate in the implementation of the district's vision for student achievement. Supervise district processes to create and evaluate effective programming for all six offices that are aligned with the district Unified Improvement Plan.	D	20%
2. Provide district leadership and training on the implementation of effective district and community multi-tiered systems of support for students to keep them engaged in school. Develop and monitor professional development activities for administrators who oversee attendance and discipline- focusing on district, state and federal policy and legal compliance.	M	10%
3. Set vision for improvement in Discipline, Expulsion, Attendance, Alternative to Expulsion/Suspension, Denial of Admission. Supervise district expulsion hearing officers, and district hearing procedures; provide direction to school administrators regarding student discipline issues; communicate frequently with parents regarding student discipline, expulsion and truancy matters. Provide primary oversight of alternative to suspension/expulsion programs and truancy reduction programs.	D	25%
4. Work collaboratively with the admissions department to manage the administrator initiated transfer process. Collaborate with the Safety and Security Office to manage the threat assessment process and implement threat assessment policies and decision-making regarding potentially dangerous students. Participate in several county and regional juvenile services boards and committees and state policy committees, work closely with law enforcement, probation, juvenile courts and other youth-serving agencies.	W	10%
5. Develop and oversee department budget and multiple grant funded projects and budgets. Supervise and evaluate grant projects and related staff, including responsibility for contract development and ensure compliance with grant fiscal and outcomes requirements including Title compliance.	M	10 %
6. Assume primary responsibility for developing and implementing multiple District policies including the Student Code of Conduct and Due Process Policies, Student Attendance Policy, Bullying, Student Weapons, and Student Dress Code. Monitor and revise District 12 Code of Conduct and Parent/Student notification handbook.	M	10%
7. Assume primary responsibility for district dropout support, prevention and recovery Plan. Assist with creating Board of Education Monitoring reports as they relate to Dropout support, prevention and recovery. Manage and supervise re-engagement efforts.	W	5%

8. Provide leadership and vision over long and short range program planning for department-wide initiatives .Manage and provide oversight for several large scale district initiatives such as the annual Back to School Bash, monitoring of the district's School Based Health Center, and the Health and Wellness Strategic Plan	M	5%
9. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in Education Administration, or related field
- Minimum of three (3) years' experience in teaching or administration
- Experience in staff development organization and presentations
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Principal License
- School Counselor Certification preferred
- Criminal background check required for hire.
- Must possess or be able to obtain a valid and appropriate Colorado Educator License.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Extensive knowledge and experience with educational law, including attendance, special education, due process procedures, and district policies.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Skills, knowledge and abilities as obtained with advanced training in education law issues.
- Skills, knowledge and abilities as obtained through school counseling.
- Excellent written and verbal communication skills for use with staff, parents, and students.
- Mediation skills.
- Basic computer skills including Word and Excel.
- Familiarity with district student data management system.
- Critical thinking and problem solving skills.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access.
- Operating knowledge of and experience with typical office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Academic Officer	100223

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Administrative Assistant	1	070716
	Business Applications Support Clerk	1	070716
	Data Technician	1	1331
	Title Coordinator	1	4091
	Whole Child Initiatives Coordinator	1	130801
	Health Services/504 Coordinator	1	070417
	Extended Learning Manager	1	05021G
	Case Managers (Intervention Services/Whole Child)	4	031028
	Substance Abuse Prevention Coordinator	1	071004
	Student Engagement Specialist	1	3031

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Accountable for creation of and adherence to department budget.
- Will be assisting schools in obtaining budget from the district

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			

Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	**Required**
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	**Exposure Level**
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	