

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

DIRECTORS AND MANAGERS

1686 Director of Parent and
Community Engagement

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JOB TITLE: DIRECTOR OF PARENT AND COMMUNITY ENGAGEMENT

REPORTS TO: Assistant Superintendent of Academic Support

SUPERVISES: Supervisor of Parent and Community Engagement, Parent Coordinators, Home School Community Liaisons, School Community Program Coordinators and other assigned staff

NATURE AND SCOPE OF JOB:

The Director of Parent and Community Engagement provides leadership in promoting and supporting parent and community participation in the education of the district's students. The Director will develop and implement a comprehensive district-wide plan to promote parent and community involvement; establish community relationships and partnerships; coordinate activities linking parents and the community to district schools and programs; and assist in developing methods of communication that ensure dissemination of critical information to parents and the community.

QUALIFICATIONS:

The Director of Parent and Community Engagement shall:

1. Hold a Master's Degree from an accredited college or university.
2. Have experience in parent and community program development with positive outcomes.
3. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
4. Have experience working in a multicultural/urban environment.
5. Exhibit excellent integrity and demonstrate good moral character and initiative.
6. Have at least three (3) years of excellent administrative and supervisory experience.
7. Demonstrate the ability to use current means of technology to communicate with parents and community members.
8. Hold a valid driver's license with no serious violations.

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9. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
12. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. Official College Transcripts.
5. Employment interview.

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EMPLOYMENT TERMS:

The Director of Parent and Community Engagement shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Parent and Community Engagement shall:

1. Develop and implement a comprehensive district-wide parent and community engagement plan designed to ensure parent and community participation in the education of all district students.
2. Establish relationships and partnerships with community organizations.
3. Assume coordination of district-wide activities linking parents and the community to district schools and programs.
4. Assist in developing methods of communication that ensure dissemination of critical information to parents and the community
5. Serve as a liaison and consultant to building principals seeking to increase parental and community engagement.
6. In conjunction with the State District Superintendent, establish goals and procedures necessary to satisfy standards set forth in the annual Strategic Plan and other District objectives.
7. Establish and maintain relationships with community and individuals interested in contributing to the success of pupils.
8. Represent the district in district parent advisory groups and community advisory or leadership groups.
9. Serve as the district's lead representative in matters concerning parent questions, concerns or complaints.
10. Serve as the district's designee for CAPA, NJQSAC and other State groups or teams requiring representation by administration with regard to parental involvement.

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11. Cooperatively support building administrators in establishing and implementing effective parent/community programs pursuant to district goals.
12. Attend regular meetings, including evening and weekend meetings, as required by the Assistant Superintendent of Academic Support and/or State District Superintendent.
13. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
14. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
15. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
16. Perform any duties that are within the scope of employment and certifications, as assigned by the State District Superintendent, Assistant Superintendent of Academic Support or designee and not otherwise prohibited by law or regulation.
17. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

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5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

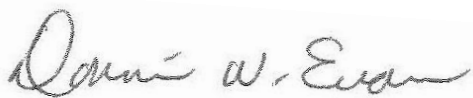
ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION

The Assistant Superintendent of Academic Support shall evaluate the Director of Parent and Community Engagement in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.



Approved

7-22-2010

Date

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