



# *San Benito Consolidated Independent School District*

## **Human Resource Office**

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

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|----------------------|-------------------------------------------------|--------------------------|------------|
| <b>Job Title:</b>    | Director of Family & Community Engagement       | <b>Exemption Status:</b> | Exempt     |
| <b>Reports to:</b>   | Asst. Superintendent of Administrative Services | <b>Pay Grade:</b>        | 06         |
| <b>Works with:</b>   | Staff, Community, & Parents                     | <b>Days:</b>             | 226        |
| <b>Dept./School:</b> | Parental Involvement Department                 | <b>Date Revised:</b>     | 01/08/2020 |

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### **Primary Purpose:**

Coordinate and develop district parent and community engagement strategies and activities; while promoting and maintaining family, school, and community relationships necessary for supporting student academic achievement standards. Provide the guidance and supervision of the services and staff of the district parental engagement and attendance department.

### **Prerequisites:**

- Bachelor's Degree in field of education; social services or government; and
- Three years of administrative experience

### **Special Knowledge/Skills:**

- Possess the ability to engage and communicate with parents, district staff, and the community.
- Have a comprehensive knowledge of federal and state ESSA Title I parental and migrant guidelines.
- Demonstrate effective communication skills in English and Spanish, in both spoken and written forms.

### **Major Responsibilities and Duties:**

- **ESSA Title I, Part A- Parental Engagement**
  1. Supervise, train, and evaluate the department staff including the campus parent specialists and department office staff.
  2. Oversee the implementation and compliance of the district Title I, Part A parental engagement services at the district parent center and nineteen (19) campus parent centers to include budgets, supplies and inventory, records and documentation.
  3. Conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and families. (ESSA Public Law 114-95 Section 1116 (a) (1)).
  4. Plan and implement programs, activities, and procedures with meaningful consultation with parents of participating children. (ESSA Public Law 114-95 Section 1116 (a) (a)).
  5. Develop jointly with, agree on with, and distribute to, parents and families of participating children a written parental engagement policy that establishes the LEA's expectations and objectives for Title I, Part A parent and family engagement. (ESSA Public Law 114-95 Section 1116 (a) (2)).
  6. Coordinate and implement Title I, Part A parental engagement requirements through planned and targeted district parental engagement activities, (ESSA Public Law 114-95 Section 116).
  7. Involve parents and family members in jointly developing the LEA plan under Section 1112. (ESSA Public Law 114-95 Section 1116 (a) (2) (A)).
  8. Provide the coordination, technical assistance, and other necessary support to assist and build capacity of all participating schools with the LEA in planning and implementing effective parent and family

9. Engagement activities to improve student academic achievement and school performance. (ESSA Public Law 114-95 Section 1116)
10. Coordinate and integrate parent and family engagement strategies with other relevant Federal, State, and local programs. (ESSA Public Law 114-95 Section 1116 (a) (2) (C)).
11. Conduct, with parents and family members, an annual evaluation of the effectiveness of the parent and family engagement policy including participation barriers and the need to improve strategies to support successful school and family interactions. Revise the parent and family engagement policy accordingly. (ESSA Public Law 114-95 Section 1116 (a) (2) (D)).
12. Establishing a district parent advisory board representative parent or family members served by the LEA for the purpose of developing, revising, and reviewing the parent and family engagement policy. (ESSA Public Law 114-95 Section 1116 (a) (2) (F)).
13. Assist campus administrators in creating a strong parental engagement program by assisting in the development or revision of a School-Parent Compact as a component of the schools written parental involvement policy. (ESSA Public Law 114-95 Section 1116)
14. Attend, state, regional, and local staff development training to understand ESSA Title I parental engagement requirements of implementation and compliance.
15. Cooperatively support campus administrators in establishing and implementing effective parent/community programs and activities including their campus parent centers and the district parent center.
- **ESSA Title I, Part C-Migrant**
16. Provide support to parents and family members of migrant students by informing them of educational opportunities available to them at campus parent centers, district events, and with various community outreach organizations and services.
- **District-Wide Student Services**

Supervise, coordinate, monitor and maintain the following student services for the District:

17. Services as the District McKinney Vento Homeless and Foster Care Liaison.
18. Serves as the District Coordinator for Attendance, Truancy Prevention and Dropout Recovery.
19. Serve as the District Coordinator for Chapter 37 Student Code of Conduct, Student Handbook, PBIS (Positive Behavior Interventions and Supports) Programs and Chairman of the District Student Disciplinary Hearing Committee for DAEP appeal of placements, expulsions, and the transitional hearing for Cameron County JJAEP.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature:

Date:

Administrator Signature:

Date: