

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Executive Director, Parent, Family & Community Engagement	<b>REPORTS TO:</b>	Superintendent of Public Education
<b>DEPARTMENT:</b>	Parent, Family & Community Engagement	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	042 Non-represented Management
<b>ISSUED:</b>	July 1, 2016		

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**BASIC FUNCTION:**

Plan, organize, control, and direct the daily operations and assigned functions of the district's Parent Center; conduct research, analyze data, prepare statistical reports and analyses in relation to parent involvement; plan, direct, organize, and support the development and implementation of district-wide programs parent, family and community engagement programs; provide professional development opportunities for site administrators to support and implement best practices.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

**E= Essential Functions**

Plan, organize, control, and direct the daily operations and assigned functions of the district's Parent Center. **E**

Provide leadership and technical assistance in school/ parent/ family/ community partnerships to develop and implement high-impact family engagement strategies that drive student achievement and school improvement. **E**

Perform extensive outreach and collaboration with community organizations and agencies to connect resources to school communities. **E**

Provide leadership and technical assistance to site administrators in assessing school needs and effectiveness and determining objectives as the basis for developing long-and short-range plans. **E**

Act as a resource to site administrators in the development of school plans and organizational procedures for the engagement of parents, families and communities established in school site plans and district policy. **E**

Review, develop, and communicate policies, procedures, and regulations district-wide and within the community in support of parent, family and community engagement in the areas of communication, technology, record management, workflow monitoring, programs and productivity assessment. **E**

Conduct research, analyze data, and prepare and maintain a variety of statistical reports, records, and files; compose reports, procedures, and correspondence covering a wide variety of matters. **E**

Collaborate with stakeholders and staff to develop materials and information accessible to parents, families and community members in support of engagement efforts. **E**

Conduct and facilitate meetings, resolve problems, exchange information, provide direction for department staff members, district personnel, and others as required; serve on district-wide and community based committees, task forces, and panels. **E**

Develop, organize, and conduct presentations, workshops, and trainings for parents, staff, and district advisory committees on parent involvement and to help improve student academic achievement. **E**

Develop, implement, and update internal and external procedures to assure smooth and efficient delivery of services and compliance with laws, policies, and regulations in particular as it relates to Federal Title I policies. **E**

Perform a variety of major special projects affecting district-wide personnel, programs, and activities. **E**

Develop, allocate, and monitor budgets for assigned programs, facilities, equipment, and inventories to ensure fiscal responsibility. **E**

Establish, direct, and participate on committees for program planning, implementation, and monitoring. **E**

Plan and recommend programs, objectives, and procedures for the division. **E**

Train, supervise, and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of education, training and experience equivalent to a master's degree in education, public administration or related field and seven years of directly related, progressively responsible experience; preferably in educational administration

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Organizational development principles and practices.
- Presentation, communication, and facilitation techniques to promote collaboration.
- Correct English usage, grammar, spelling punctuation, and vocabulary.
- Guidelines for use of Federal Title I Funds.
- Research-based best practices for parent involvement.
- Diverse cultures in the community.
- Strategies for parent recruitment.
- Interpersonal skills using tact, patience, and courtesy.
- Methods of statistical analysis and report writing techniques.
- Principles and practices of employment, management, and effective supervision.
- Operation of standard office equipment, including microcomputers.

Computer software including Microsoft Office and desktop publishing.

**ABILITY TO:**

Provide leadership and direction in assigned functions.

Independently perform highly complex research and special assignments.

Manage a facility that provides direct and indirect services to parents, staff, and community.

Interpret, apply, write, design, and explain district, state and federal policies, procedures, rules, and regulations.

Learn the procedures and functions of assigned duties; perform a wide variety of specialized and technical duties.

Plan and organize work to meet schedules and time lines.

Communicate effectively verbally and in writing.

Establish and maintain cooperative and effective working relationships with all levels of district staff, parents, outside agencies, and the community.

Operate standard office equipment, microcomputers, and related software application programs.

Prepare presentations; provide training, and use facilitation skills.

Maintain statistical records and prepare comprehensive, highly complex reports.

Analyze situations accurately and adopt an effective course of action.

Interpret federal and district Title I parent involvement policies.

Transform parent engagement theory into practice.

Work closely with diverse families and understand the importance of parent involvement in education.

Perform extensive community outreach.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office and outdoor settings; driving to various locations.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 1223

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