BASIC FUNCTION:

Plan, organize, and manage all facets of the district’s family engagement programs; provide administrative oversight and technical expertise for family engagement projects and programs; supervise and evaluate the performance of assigned personnel.

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, and manage innovative family engagement program activities for the district.  

Provide administrative oversight of various district-wide ongoing family engagement programs.  

Plan, organize, and implement long and short-term programs, and activities designed to develop assigned programs and services.  

Provide technical expertise, information, and assistance to the executive director regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the director of unusual trends or problems and recommend appropriate corrective action.  

Participate in or lead major community-related projects involving family engagement; participate in or lead district-wide committees on family engagement.  

Coordinate in-service courses/workshops and other teacher development activities within the Leadership and Learning Division for improvements to increase family engagement to support pupil achievement.  

Provide assistance to administrators and teachers in developing/enhancing family engagement activities at the site/cluster level.  

Assist in developing proposals for grants and other non-district funds related to instructional improvement programs; monitor expenditures of funds within assigned area of responsibility.  

Communicate with other administrators, personnel, and outside organizations to coordinate family engagement activities and programs, resolve issues and conflicts, and exchange information.  

Act as a resource to district staff, parents, and the community.  

Collaborate with community organizations on current partnership programs and future partnership opportunities.  

Attend conferences, meetings, and other activities sponsored by County Education offices, professional organizations, and state and national education groups.  

Direct the preparation of maintenance of a variety of narrative and statistical reports, records, and files related to
assigned activities and personnel. 

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination equivalent to a master’s degree in education and five years of progressively responsible experience in educational administration and/or instructional programs with an emphasis in developing and enhancing family engagement programs.

**LICENSES AND OTHER REQUIREMENTS:**

Administrative Services Credential.
Teaching credential in an arts discipline.
Valid California driver’s license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Content and theory of action that drives the development of District Units of Study for grades K-6.
Response to Intervention model and its application in the district.
The district’s new Comprehensive Assessment System.
Policies and objectives of assigned program and activities.
Budget preparation and control.
Oral and written English communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Operation of a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan, organize, and administer family engagement activities for the district.
Seek out current research and new knowledge about the field and share it with colleagues.
Supervise, train, and evaluate the performance of assigned staff.
Maintain current knowledge of provisions of applicable federal, State and district laws, rules and regulations.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Prepare comprehensive narrative and statistical reports.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment and driving a vehicle to perform work.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information; 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.