

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Manager, Parent Center	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Federal and Special Programs	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	022
ISSUED:	February 24, 2009		

SUMMARY DEFINITION :

Plan, organize, control, and direct the daily operations and assigned functions of the district's Parent Center; review, develop, and communicate policies, procedures, and regulations district-wide and within the community; conduct research, analyze data, prepare statistical reports, and analyses in relation to parent involvement; develop and implement parent involvement programs for the district.

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 of the district's Parent Center in the area of communication, technology, record management, workflow monitoring, programs and productivity assessment. **E**

Develop short and long range plans for increasing efficiency through the use of technology and human resources. **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; write and design brochures, flyers, presentations, and other documents. **E**

Conduct and facilitate meetings, resolve problems, 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, 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 regards to Federal Title I policies. **E**

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

Monitor and direct the maintenance of equipment and systems that support the delivery of services. **E**

Communicate with administrators, staff, and members of the public to coordinate activities, resolve issues, and exchange information. **E**

Direct and/or supervise assigned staff members. **E**

Coordinate and participate in the interview and selection process. **E**

Develop programs for parents and families to help improve student academic achievement **E**

Assist with the development of district parent involvement policies, and the parent goal and activities for the Local Educational Agency (LEA) Plan. **E**

Develop, organize, and conduct presentations, workshops, and trainings for parents, staff, and district advisory committees on parent involvement. **E**

Develop effective strategies for parent recruitment for students to implement in their Single Plan for Student Achievement (SPSA). **E**

Provide technical assistance to schools and district staff on parent involvement. **E**

Perform extensive outreach and collaboration with community organizations and agencies. **E**

Ensure the integrity of scheduling and monitoring space use at the Parent Center. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in business, public administration, or related field and three years of relevant experience.

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 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 Word, Power Point, Excel, Windows, 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 1643

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