

Department:

Date Posted:

Closing Date:

Hiring Range: \$60,000 - \$90,000 DOE

Job-Type: Full-Time

General Description:

The purpose of this position is to develop, lead and manage a people-focused internal and external engagement process that increases the collective capacity of the community to engage in school-wide programs, activities, initiatives, strategies, and communication to support or inform school and state goals. The position reports to *(Principal, Executive Director, or the assigned District Lead)*.

This job is performed under general supervision and independently in developing programs, policy, strategy, reports, and presentations for LEA leadership, community stakeholders, and to lead professional development.

Qualifications:

- A bachelor's in communications, Education, Sociology, Family and Consumer Sciences or another related field **or** 3 years of related experience.
- Experience in communicating with parents regarding education issues.
- Experience in management and de-escalation of conflict.
- Experience in facilitating family and community engagement strategies.
- Experience in facilitating small and large group training.
- Excellent communication and organizational skills.
- Must feel comfortable advocating for families utilizing data gathered and reflected during the needs assessment process.
- The ability to speak multiple languages is preferred.

Duties and responsibilities:

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Welcome incoming families as they enroll at the LEA.
- Oversee the tracking of LEA home visits and participate as needed including facilitating training for LEA professionals to be able to participate in home visits utilizing a research-based model such as the PTHV model.
- Work with the school counselor and/or social worker to address barriers to family engagement, student attendance, or other areas relevant to the academic success of the student.
- Connect families to community resources as requested by families.

- Develop and facilitate professional development opportunities to meet the needs of students, families, and the school community.
- Attend ongoing professional learning opportunities including at least one national conference or summit specific to family engagement and remain current on current trends and recommendations from the field based on the latest research.
- Develop and lead a comprehensive strategic plan, updated every five years, focused on increasing family engagement, building awareness on the importance of family and community engagement for the student, family, and school, building family engagement programs, events, and communication policies.
- Lead the Family and Community Engagement Team by actively recruiting members, facilitating ongoing communication and meetings with community members, and tracking budget expenses related to the management or support of the Family and Community Engagement Team.
- Make informed decisions based on state and school surveys, community asset mapping, and other available needs assessments.
- Build relationships with students, families, community members, and the school community.
- Monitor and evaluate the effectiveness of community engagement initiatives.
- Enhance information flow and accessibility from the LEA to families and the broader community.
- Attend in-person events or workshops and provide input for the development of these events.
- Provide input regarding the LEA website to facilitate communication and improve accessibility between the LEA, families and the broader community.
- Participate in supporting family engagement through collaborative efforts with the assigned department to promote completion of the school's climate survey, indicator 8 survey, and LEA specific surveys and assessments of the survey results.
- Manage grants specific to family and community engagement.
- Establish partnerships with community partners relevant to meeting the needs of students and families while maintaining a relationship with existing partners.
- Engage in feedback loops with families and community members through informal pulse checks, focus groups, surveys, workshops, etc.