

DIRECTOR OF FAMILY/COMMUNITY ENGAGEMENT

TITLE:	Director of Family/Community Engagement
REPORTS TO:	Superintendent's Designee
SUPERVISES:	Assigned Staff
JOB FUNCTION:	The Director of Family and Community District Liaison will be responsible for supporting the Districtwide Family Support system. The position is responsible for improving relationships between students, parents, families, and civic organizations while increasing the number of opportunities for service to our constituents. The Director shall promote the importance of parent, family, and community involvement in the education process; provide information on services available to eligible students and families; convey information regarding school and/or district activities and procedures; and provide the community with an opportunity for input.

MEASURES OF SUCCESS:

- Family and community stakeholders are informed of district initiatives and activities as indicated in annual surveys.
- Increased family and community engagement as indicated by analytical data.
- Increase family and student communication and recognitions.
- Communications are available in multiple languages.
- Increase families' understanding of special programs that are offered and how to apply.

DUTIES AND RESPONSIBILITIES:

- Assist students, staff, SBDM Councils, teachers, parents, and community members for the purpose of providing and/or conveying information and other services required by parents/families or teachers.
- Conduct parent/family meetings to gain information and/or discuss needs and challenges involving student and families.
- Coordinate with community leaders and organizations to build resources, increase community engagement, and improve supports for students and families.

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- Organize various activities (e.g., presentations forums, etc.) to provide support to the community, schools, students, and families.
- Work with the individual campuses to implement and evaluate activities at the school that will positively impact student achievement.
- Identify, develop, and evaluate outreach strategies based on FCPS's Strategic Plan, market characteristics, and cost.
- Bring a focus of equity and access to outreach and advocacy as it relates to the FCPS community.
- Identify community-based resources that could be used to facilitate coordination of family involvement with school staff by surveying families and school staff to determine strengths and weaknesses of family involvement through out the district.
- Oversee coordination of the partnership and volunteer process.
- Coordinate regular meetings with school FRYSC Coordinators to facilitate services to families.
- Identify community-based resources that could be used to facilitate coordination of family involvement with school staff by having Family Involvement committee of each school review community organizations in the neighborhoods near their school site and open discussion with them about ongoing partnering opportunities.
- Identify community-based resources that could be used to facilitate coordination of family involvement with school staff b making use of television, newspapers, radio, transportation services, libraries, faith-based organizations, community service organizations, universities. Etc., to run an extensive Public Relations campaign to make the entire school district aware of the need for community support as well as the current programs available for families in our district.
- Support the joint parent/teacher culturally responsive training to involve parents with diversity training in conjunction with already existing programs.
- Develop a directory of methods (strategies, activities, programs) for contacting and engaging families in the district by compiling a "list of parent engagement strategies" based on school/family/neighborhood demographics, feedback from parent surveys, etc.
- Develop and implement workshops, seminars and forums that address timely topics, such as parent/teacher conferences, primary program, school reform issues, strengthening parents' knowledge and skills as teachers of their own children, and helping parents better interact with schools and school personal.
- Provide education related to school governance for parents by providing training that qualifies parents to serve on councils by encouraging issued-based SBDM elections-curriculum, budget, activities, etc.

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- Assists schools in the development of the “Family/Community” component of their school improvement plan.
- Work with schools on initiatives to reach underrepresented parents in efforts to close the achievement gap.
- Maintain regular attendance.
- Perform other duties as assigned.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting, and/or walking
- Requires the ability to communicate effectively using speech, vision, and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires ability to lift, carry, push, or pull light weights

KNOWLEDGE OF:

- Principles and procedures associated with professional communications services.
- Methods of appropriate communication and media selection to communicate with diverse socio-economic population.
- Modern management methods and techniques.
- District department-school site relations.
- Parental involvement in the educational process.

ABILITY TO:

- Communicate with others and build positive, trusting, and effective interpersonal relationships.
- Make recommendations and decisions and be responsible for those decisions.
- Perceive and communicate organizational implications of recommendations made by senior management staff.
- Communicate effectively both orally and in writing.

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EDUCATION AND EXPERIENCE:

- Bachelor's degree in education, communication, counseling, or related field. Master's preferred
- Teaching Certificate preferred
- Bilingual preferred

Original Date: 07/1/2012

Revision Date: 2/1/2016

Revision Date: 11/1/2021

Administrative Additive Level

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