



DIRECTOR, FAMILY & COMMUNITY ENGAGEMENT

**Job Code: 706FCE
Job Description
June 28, 2012**

Position Summary

Provide leadership for the Family Engagement and Community Partnership Office. Fully engage and coordinate the services for families and communities of Saint Paul Public Schools (SPPS) to align to the district vision and mission. Continue, develop and maintain the partnerships with businesses and community groups.

Reporting Relationship

Report to the Chief of Engagement.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Develop and implement parents/guardians engagement district-wide services for families and community members.

Work closely with principals, and school staff guiding and providing focus on the family engagement activities in order to maximize school and district resources.

Work closely with program leaders and staff guiding and providing focus on the family engagement activities in order to maximize school and district resources.

Engage parent/guardians and community in unified, cohesive efforts to support the academic progress of SPPS students.

Create a District-wide Family Advisory Committee that is representative of the district student population; provide leadership for existing parent advisory groups; work directly with families and community as to achieve understanding of the resources needed to increase family engagement.

Initiate, develop and maintain collaborative partnerships with local, regional, state and federal organizations, agencies, businesses and community groups to develop, implement and promote a variety of family and community engagement programs and projects consistent with the District's goals and services.

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Responsibilities (continued)

Work collaboratively with the Office of Communications to promote parental, business and community involvement.

Develop and facilitate public forums to discuss and work on resolutions for issues/problems with district-wide implications

Serve as a member of district-wide committees and task forces; serve as lead on special district-wide projects, particularly those that have family engagement and/or community relations implications.

Plan, organize, implement and coordinate a variety of family engagement and community outreach programs and activities; supervise the implementation of activities associated with these functions.

Develop and manage budgets for assigned program areas.

Work with Office of Communications, Marketing and Development and other partners to generate additional financial support for family engagement and community relations initiatives.

Supervise assigned staff, including selecting, coaching, conducting performance reviews and related activities; supervise volunteers, independent contractors and other service providers as necessary.

Represent the Chief of Engagement and/or Superintendent as appropriate.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

Knowledge, Skills, and Abilities

Considerable knowledge of leadership techniques.

Considerable knowledge of the community resources available in the Saint Paul area.

Working knowledge of district and school operations, programs and policies.

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Knowledge, Skills and Abilities (continued)

Working knowledge of public policy, particularly relating to parental education and family supports.

Working knowledge of No Child Left Behind requirements as they relate to parental involvement.

Highly proficient skills in writing, speaking, presentation, interpersonal communications, problem solving skills.

Considerable ability to effectively communicate and interact with people representing diverse cultural, ethnic and socio-economic backgrounds, and to develop successful working relationships all groups in SPPS and in the community.

Considerable ability to initiate and maintain key partnerships and collaborations.

Considerable ability to locate funding sources to support family engagement plans and activities and to develop grant proposals.

Considerable ability to supervise staff and coordinate the work of teams.

Minimum Qualifications

- Master's degree in educational administration or a related field.
- A minimum of five years of administrative experience with school systems (PreK-12) and
- A minimum of three years of experience working in school settings as a leader and/or member of a team.

Preferred Qualifications

- Experience in district administration.