



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>FAMILY & COMMUNITY ENGAGEMENT PROGRAM SUPERVISOR</u>			
DEPARTMENT/SITE:	District Department	SALARY SCHEDULE:	Supervisors'
		SALARY RANGE:	04
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Director of Family and Community Engagement or assigned designee	FLSA:	Non-Exempt

BASIC FUNCTION:

Plan, organize, coordinate, and supervise the daily operations and activities of the family and community engagement office; provide differentiated technical assistance to schools and District staff on family and community engagement; plan, organize, supervise, and conduct presentations, workshops, and professional development trainings; train, supervise, and evaluate assigned personnel. The incumbents in this classification assist in providing programs that enhance family and community engagement which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Plan, organize, coordinate, and supervise the District's Newcomer Outreach Program Liaisons; identify newcomer parents using the District's online database; oversee and participate in department activities such as outreach meetings, workshops, trainings, and other district-sponsored events.

Train, supervise, and evaluate the performance of assigned personnel; participate in interviewing and selecting new employees; plan and coordinate work assignments, develop employee work schedules and review assignments to ensure compliance with established standards, requirements, and procedures; ensure employee understanding of established requirements.

Plan, organize, supervise, and conduct presentations, workshops, and professional development trainings for principals, teachers, and other District staff to strengthen their capacity for family engagement; provide differentiated technical assistance to schools and District staff on family and community engagement; assist in the development of new curricula.

Collaborate with teachers, parents, students, support staff, administrators, and the community regarding educational programs, services, and student issues in areas such as academics, behavior, and health; provide related outreach, support, advocacy, and referral and guidance services.

Support the development of programs directed toward an ethnically diverse group of parents and families, including immigrants and refugees, in an effort to improve student academic achievement.

Establish and strengthen relationships with community partners, including local community-based organizations, businesses, local government agencies, and other community groups with strong links to

families in El Cajon.

Coordinate recognition events; schedule venue, speakers, and activities.

Assist with the development of Districtwide family engagement policies.

Provide support and assistance to the District English Learner Advisory Committee (DELAC) and the Local Control Accountability Plan (LCAP) community-input processes.

Implement districtwide family engagement objectives and data-collection instruments; monitor student achievement data and family engagement outcomes alongside current trends in family engagement research, practice, and innovation to inform districtwide decision-making. Monitor and analyze data for continuous improvements of the program.

Keep abreast of ongoing research, the latest trends, and legislation relative to assigned activities for family and community engagement.

Present to management, staff, various committees, and community members, as required; conduct, attend, and participate in District family engagement work at national conferences and represent the District in family engagement associations; research and respond to inquiries from a broad audience.

Relieve the workload of the Director of Family and Community Engagement by performing highly responsible duties and assigned projects.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies, and procedures.

District policies and procedures, goals and objectives, and legislation of assigned programs and activities.

Theories, principles, practices and techniques of family engagement.

Teaching strategies and practices.

Curriculum development.

Principles of student learning.

Community and school resources, services, and programs related to the needs of identified families in El Cajon or East County, San Diego.

Interviewing and advisement techniques.

Diverse academic, socioeconomic, cultural, and ethnic backgrounds of identified students and families.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Research methods and report writing techniques.

Methods of collecting and analyzing data and organizing information.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience, and courtesy.

Operate standard office equipment, including computer and assigned software.

Correct English usage, spelling, grammar, and punctuation.

Basic math, including calculations using fractions, percentages, and/or ratios.

ABILITY TO:

Plan, organize, and supervise proposals, processes, procedures, projects, and events.

Represent the District publicly with integrity, self-confidence, and poise.

Communicate clearly and persuasively both orally and in writing to a variety of readers.
Demonstrate initiative, resourcefulness, and energy in accomplishing objectives.
Achieve continuous parent, staff, and community engagement.
Prepare comprehensive narrative and statistical reports.
Manage the maintenance of a variety of reports, records, and files related to assigned activities.
Prepare and deliver presentations.
Establish and maintain cooperative and effective working relationships with others.
Exercise professional and appropriate judgment.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work and effectively manage simultaneous projects.
Meet schedules and timelines.
Work effectively, both independently and as a member of a team.
Interview, select, train, supervise, and evaluate the performance of assigned personnel.
Adhere to safety practices.
Consider a variety of factors when using equipment.
Operate standard office equipment, including computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree in business or public administration, social service, human development, psychology, sociology, education, counseling, social science, or related field and three (3) years of experience involving services to students and adults of diverse backgrounds in education or community-based settings, including one (1) year in a lead or supervisory capacity. Teaching experience and fluency in a second language, such as Spanish or Arabic, is desirable.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.
Availability of a personal or alternative vehicle.

WORKING CONDITIONS:

ENVIRONMENT:

Office and/or school environment.
Driving a vehicle to conduct work.
Subject to District, community, regional, and state business travel to attend meetings and conduct work during day and evening hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Seeing to read a variety of materials and computer screen for extended periods of time.
Sitting, standing, or walking for extended periods of time.
Bending at the waist, kneeling, or crouching to file and retrieve materials.
Reaching overhead, above the shoulders, and horizontally.
Regularly lifting, carrying, and/or moving objects weighing up to 10 pounds and occasionally lifting, carrying, and/or moving up to 25 pounds.

HAZARDS:

Traffic hazards.

CLEARANCES:

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

GB 06/21/16; PC 06/21/16

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025