

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: FAMILY AND COMMUNITY ENGAGEMENT PROGRAM SUPERVISOR

BASIC FUNCTION:

Under the direction of the Manager, Grants and Community Engagement, 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, coordinate, supervise and the District's Newcomer Outreach Program; 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; assure 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 fundraising and other 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 district-wide 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, 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.

Operate a variety of standard office equipment including computer and assigned software.

OTHER DUTIES:

Relieve the workload of the Manager, Grants and Community Engagement by performing highly responsible duties and assigned projects.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

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 years' experience involving services to students and adults of diverse backgrounds in education or community-based settings, including one year in a lead or supervisory capacity. Teaching experience is desirable. Fluency in a second language, such as Spanish or Arabic is preferred.

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.

Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operate standard office equipment, including computer and assigned software.

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 time lines.
Work independently with little direction.
Operate standard office equipment, including computer and assigned software.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and use of private or alternative means of transportation is required. Maintain qualification for automobile insurance coverage.

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 lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

CLEARANCES:

Criminal Justice Fingerprint/Background
Tuberculosis
Pre-placement Physical and Drug Screen