

DIRECTOR, PARENT AND COMMUNITY SERVICES

DEFINITION

Directs and administers the activities and programs of the District's Parent and Community Services office.

TYPICAL DUTIES

Directs and coordinates the operation of the Parent and Community Services office by establishing objectives, goals, and policies and procedures.

Directs the staff of the Parent and Community Services office in supporting school efforts to implement effective family engagement activities for the benefit of children's learning and achievement.

Directs the formulation of District policy related to the Parent and Community Services office. Advises District-wide on complex parent and community engagement matters.

Reviews and supports the implementation of all necessary federal, State, and District policies related to Title I parent and family engagement, including those mandates by Title I, III, and the Local Control Accountability Plan.

Liaises between the Parent and Community Services office, Specially funded Programs, and other divisions of the District.

Leads the research and analysis of best practices in operational policies and recommends and implements appropriate policy changes.

Supervises and participates in the analysis of organization, staffing, budget requirements, space, equipment and other matters related to the administration of the office.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director, Parent and Community Services directs the oversight of programs and services of Parent and Community Services.

The Chief of Staff reports directly to the Superintendent of Schools and is the principal liaison between the Superintendent and the Board of Education. The Chief of Staff has functional supervision over all Superintendents' direct reports.

SUPERVISION

Administrative direction is received from the Chief of Staff and provides general supervision to subordinate staff.

CLASS QUALIFICATIONS

Knowledge of:

Federal, State, and local policies, rules, laws, and regulations pertaining to student integration programs, compliance, and specially funded programs

Education Code, District policies and procedures, goals and objectives, organizational structure, and functions, and negotiated contracts related to parent and community services
Fundamental principles and accepted practices, current trends, literature, and research in the field of parent involvement

Ability to:

Present information regarding District programs in a proactive, accurate, and media-sensitive manner

Oversee multiple projects and issues while working effectively under pressure

Contribute to strategic planning and establish objectives

Conduct meetings and make oral presentations

Communicate effectively both orally and in writing

Establish and maintain effective and harmonious working relationships with other employees, officials of the District and other agencies, and the public

Exercise independent judgment and initiative

Understand proposed and existing state and federal legislation to assess its potential impact on the District

Supervise, motivate, and lead employees

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in public relations, community relations, public administration, business administration, or a related field.

Experience:

Four years of supervisory or management level experience coordinating and implementing community, parent, and/or civic engagement initiatives.

Special:

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
09-05-19
RGK/PJO