

Openings as of 3/25/2024

Director of Family and Community Engagement

JobID: 2629

Position Type:

Administration/Director

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Date Posted:

2/14/2024

Location:

Administration Center - Allentown, PA

Director of Family and Community Engagement

Salary: \$105,750-148,050

Qualifications:

- Master's degree preferred with a major in the field of education or a related field from an accredited college or university.
- Five (5) years or more progressive academic experience as a teacher or related field. Supervisory experience preferred.
- Pennsylvania Department of Education Supervisory and/or Principal certification.
- Exceptional interpersonal skills and strong verbal and written communication skills
- Ability to collect and analyze data to drive improvement
- Bilingual in Spanish (Preferred).
- Such additional modifications or alternatives to the above qualifications as the board or Superintendent may determine appropriate and acceptable.

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

The Director of Family and Community Engagement works in collaboration with the Chief of Performance Management, Equity & Accountability to develop a comprehensive strategy and implementation of all family and community engagement initiatives. The Director of Family and Community Engagement provides data informed, forward thinking, and research practices for the programs and services with a purpose to engage in fulfillment of the District's mission and vision. The Director of Family and Community Engagement is responsible for leading and supporting alignment with family and community organizations to improve overall outcomes. Additionally, the Director is the primary supervisor for family and community initiatives and managing the Parent Liaisons, Outreach Workers and ELECT Program Staff.

Essential Duties and Responsibilities

- Serve as a thought partner and counsel to the Chief of Schools, Chief Outreach Officer of Family & Community Engagement and Superintendent as a member of the Department of Learning & Teaching.
- Develop and oversee implementation of the District's strategic direction for delivering efficient and effective programs and services to meet the health, culture, climate needs of our students in alignment with the Districts mission, vision, and goals.
- Support the achievement of positive outcomes in the Office of Family and Community Engagement related to family and community engagement.
- Work in collaboration with the Chief Outreach Officer of Family & Community Engagement and Superintendent to create, implement and monitor a district family and community engagement framework that aligns with the goals of the Office.
- Collaborate with the Chief Outreach Officer and implement a plan to align the community organizations dedicated to improved social emotional learning and parent engagement outcomes and professional development in service of our students and families.
- Oversee the planning and implementation of monthly meetings with the team members working directly with school leaders, educators, counselors, parents, guardians, families, and attendance team members.
- Supervise and develop a system of programs, initiatives and strategies to inspire the Office leaders to use data informed, evidenced based, equity focused, positive behavioral intervention and supports, and multi-tiered systems of supports initiatives.
- Collaborate with the Virtual Education and Alternative Programming Learning Program lead to meet the whole student needs of students in the virtual program.
- Collaborate with school districts, community agencies, and institutions of higher education to promote efficient and effective social emotional, family engagement, wellness, positive student behavior, and student attendance outcomes.
- Oversee the convening of regular meetings with the health services community organizations.
- Oversee the convening of regular meetings with the social emotional learning community organizations.
- Prepare and deliver reports and presentations related to efficient and effective delivery of Office programs and services to the Superintendent and Board of Directors.
- Establish and maintain effective and positive working relationships with key district staff, governmental agencies, school districts, local education organizations, community groups, and other stakeholders in support and furtherance of the Office's efforts to maximize program and service effectiveness.
- Monitor and incorporate emerging and best practice research on educating the whole student; engaging families; and improving culture and climate across district schools.
- Analyze and use data to inform decisions to develop and implement strategic, continuous, and action plans to improve Office programs and services.
- Develop, implement, and monitor Office key performance indicators and dashboards aligned to the District's strategic direction and priorities.
- Serve on external community committees in furtherance of the District's mission and vision.
- Consult with the Chief of Schools, Chief Outreach Officer and Chief Academic Officer on planning the Board's Regular Board Meeting agenda and the Board's Education Committee agendas. Develop and/or finalize exhibits and documents to be presented at meetings as requested by the Chief of Schools.

- Perform duties in a professional, ethical and responsible manner as defined in the Pennsylvania Code of Professional Practice and Conduct for Educators and the District's code of conduct.
- Oversee the development and implementation of Family and Community Engagement Office school strategic and continuous improvement plans and the establishment of models designed to improve family engagement, positive student behavior, student attendance, and student wellness through a two-way feedback loop of communication.
- Perform such other tasks and assume such other responsibilities as may be assigned or delegated by the Superintendent.

Attachment(s):

- [Director of Family and Community Engagement.pdf](#)

FMLA regulations require all employers to post the [updated FMLA notice](#).

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