

DIRECTOR, FAMILY AND COMMUNITY ENGAGEMENT

DEFINITION

Directs and administers the activities and programs of the District's Office of Family and Community Engagement focused on family engagement initiatives from the State and federal level, the Local Control and Accountability Plan (LCAP), and the LAUSD Strategic Plan.

TYPICAL DUTIES

- Directs and coordinates the operation of the Office of Family and Community Engagement by establishing objectives, goals, and policies and procedures aligned to State and federal family engagement initiatives and the LAUSD Strategic Plan.
- Ensures effective systems for project management are in place to implement family engagement initiatives to meet District measures for Parent Portal, School Volunteer Program, Councils and Committees, Family Academy, and professional development initiatives.
- Directs the family and community engagement staff of the Office of Family and Community Engagement and Regional Family and Community Engagement (FACE) Teams 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 family engagement, including policy design and implementation for Title I and Local Control and Accountability Plan for family engagement.
- Advise District-wide on complex family and community engagement matters, policy, procedures, and engagement practices.
- Reviews and supports the implementation of all necessary federal, State, and District policies related to Title I family engagement, including those mandates by Title I, III, and the Local Control Accountability Plan.
- Liaises between the Office of Family and Community Engagement, 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.
- Leads and maintains systems and procedures to monitor strategies and measures for the District.
- Collaborates and supports programming implementation with the Student Empowerment Unit.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director, Family and Community Engagement directs the oversight of programs and services of the Office of Family and Community Engagement.

The Senior Director of Engagement and Partnerships leads the development and implementation of engagement strategies to align District parents and community services with civic engagement partnerships and resources in support of student achievement.

SUPERVISION

Administrative direction is received from the Senior Director of Engagement and Partnership and general supervision is exercised over 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 family and community services
Fundamental principles and accepted practices, current trends, literature, and research in the field of family involvement
Microsoft Office Suite

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 families, 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
Operate a computer and related peripheral equipment

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, family, and/or civic engagement initiatives.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, 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.

Revised
05-19-2023
JPK