

STOCKTON UNIFIED SCHOOL DISTRICT

ADMINISTRATOR OF FAMILY EDUCATION AND ENGAGEMENT

DEFINITION

The Administrator of Family Education and Engagement, has a pivotal role in shaping the strategic direction for public dialogue, including listening to and valuing the expressed needs of the District's diverse community and designing authentic community engagement processes, systems and structures that allow for input in district decision making and policy changes aligned to eliminating the achievement gap. The incumbent in this position will have significant experience and knowledge in community organizing coupled with strong judgement and political acumen in order to effectively execute a long-term community engagement strategy for engagement. The individual in this position will be expected to have a strong understanding of the adopted curriculum as well as impacts of institutional racism for communities of color, deep cultural competence, a bold commitment to racial equity and social justice, an innovative mindset and strategic communications skills to effectively influence and partner with key stakeholders in our community.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Marketing & Communication and or designee, exercises general supervision over certificated and classified personnel assigned.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Act as a key advisor to the Board of Education, Superintendent and the Superintendent's Leadership Team on critical changes in the local landscape related to student, family and community engagement, in support of a bold racial equity and social justice agenda within public education. (E)

Lead and participate in the development of resolutions to problems and issues raised in community engagement processes, apprise district leadership of stakeholder opinions and concerns leveraging data, and advise district leadership around pathways forward. (E)

Ensure that staff involved in efforts that impact school communities and students have the support needed to: consult with other district staff and community stakeholders to hear concerns and solicit input. (E)

Participate in various external and internal committees and task forces, coordinate prompt and comprehensive exchange of information, ensure ample and equitable opportunity for exchange of views; and, facilitate negotiations with the goal of achieving mutually acceptable solutions to complex issues. (E)

Supervise, coordinate and lead site based Community Assists and Site-Based Parent Liaisons in fostering positive relationships and the support of central office departments and schools and work alongside the Community Relations team to produce community engagement guidelines, processes and plans appropriate to specific district initiatives and for distinct racial/ethnic communities. (E)

Provide clear direction and general oversight of all of Stockton Unified School District Advisory Councils. (E)

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Develop a mechanism to connect school site staff and other district staff to focus is on student, family and community engagement efforts and build out a student engagement function focused on elevating student voice and placing it at the center of decision-making processes. *(E)*

Evaluate and analyze the potential impacts of decisions on students, families and neighborhoods from the end user perspective. *(E)*

Guide and mentor staff to work collaboratively with family, community, nonprofit and institutional organizations to ensure all voices are included in public feedback and input processes. *(E)*

Work closely with the Education Services, Student Support Services administrators to build their capacity for effective and authentic family and community engagement. *(E)*

Collaborate with the Director of Community Relations and the team to shape communication campaigns that will precede and complement community engagement efforts with the goal of building awareness and understanding of issues. *(E)*

Design, implement and manage a comprehensive plan focused on prioritizing and establishing a clear engagement theory of action, goals and outcomes, which will serve as a roadmap for executing processes, plans, tracking deliverables and assessing the effectiveness of engagement to make sound adjustments and improvements. *(E)*

Create avenues for historically disengaged families to be informed and actively engaged in their children's education and in school improvement efforts. *(E)*

Develop the strategy and protocols for school sites and departments to have coherent frameworks for effective and authentic family engagement and family education. *(E)*

Develop and monitor the evaluation of family engagement efforts including accurate data management and leverage data analysis to inform future processes, policies and procedures. *(E)*

Advance and extend the practice of public participation in PPS decision making through professional development for district leadership, the creation of district standards of practice and core values for public voice, and the development of community engagement plans and processes for each district priority initiative requiring public input. *(E)*

Maintain a dynamic portfolio of key community contacts that represent the pulse of our diverse community, providing advisory support on ongoing community engagement efforts. *(E)*

Represent the Office of the Superintendent with external organizations, community events and public meetings related to building trust and relationships among our diverse constituency. *(E)*

Support the Board of Education and the Superintendent's participation and presence at key meetings and events to ensure success with the transformation of PPS. *(E)*

Serve as a liaison to the broader community on the progress towards agreement and milestones on agreed upon district initiatives. *(E)*

Perform related duties as assigned.

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### QUALIFICATIONS

Knowledge of:

- Urban public school landscapes including policies, politics, education practices and funding.
- Strong analytic, performance management, accountability, and systems-thinking orientation necessary to inform strategy development and execution.
- Strong political instincts and significant experience navigating complex environments to derive creative solutions;
- Experience and deep understanding of theories and practices in community organizing, advocacy, and campaigning, especially in galvanizing communities of color and young people.
- Thought leader with an extensive network of relationships in all levels of state and local government, public, private and nonprofit sectors in the Stockton community;
- Demonstrated experience of establishing and maintaining effective working relationships with multi-faceted public and private agencies and District departments, community, and others of diverse backgrounds, experience, and personalities.
- Evidence of strong conceptual, analytic, organizational and management skills, and demonstrated leadership ability; evidence of the ability to collaborate with diverse individuals.
- Demonstrated experience designing and leading public processes; and the ability to thrive in an environment with high community mistrust and in bureaucratic institutions;
- Ability to facilitate group processes in consensus building, conflict resolution, and planning

Ability to:

- Plan, organize, develop and coordinate the activities of a broad range of educational support programs
- Convey information to a variety of audiences (e.g., large groups, staff meetings, executive briefings, public board meetings, memos).
- Coordinate and manage complex cross-functional projects with multiple competing priorities or perspectives.
- Ensure that the educational support programs and activities are carried out in compliance with state and federal requirements
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Provide effective supervision, training and career development for assigned staff
- Prepare comprehensive oral and written reports
- Make presentations and deliver in-services in the area of specialty
- Provide support to leaders, directors, administrators, coordinators, and staff in support of district goals and initiatives to improve student, family and community engagement
- Manage change and design an effective system of reporting progress and monitoring results
- Make effective public presentations of student, family and community engagement program
- Physical capability sufficient to perform job tasks
- Establish and maintain productive working relationships with a diverse range of people and organizations to benefit District and community
- Interpret, comprehend, apply and explain rules, regulations, policies and procedures. Analyze situations accurately and adopt an effective course of action.
- Plan, prioritize and organize work to meet schedules and time lines.
- Work independently with little direction and many interruptions.
- Supervise, train and evaluate the performance of assigned staff.
- Multitask and perform in a fast paced, critical environment Commit to productivity and learn new skills

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### Education and Experience:

A minimum of five (5) years of teaching or related experience, five (5) years of experience in an administrative capacity having demonstrated success in performing increasingly responsible management functions in educational administration.

### License and Other Requirements:

- A valid California Teaching Credential and Administrative Services Credential
- Possession of a valid California Driver's License and evidence of insurance.
- Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire.

### Physical Demands:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs. at waist height for short distances
- Push/pull up to 40 lbs. for short distances
- Reach overhead, above the shoulders and horizontally.

### Salary Placement:

Certificated Management

Tier 6 Range 03

12-month work year

Board Approval: 06/11/19