

# CLARK COUNTY SCHOOL DISTRICT

## Human Resources Division

### **DIRECTOR I – FAMILY & COMMUNITY ENGAGEMENT**

---

Reference Code: A625

Division: Community and Government Relations

Classification: Professional-Technical

Terms of Employment: Range 42 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

---

**POSITION SUMMARY:** This position functions as the director of the School-Community Partnership Program to provide leadership for the newly established Family and Community Engagement Services (FACES) department and serves as a responsible administrator in the Community and Government Relations Division. This position is responsible for creating and directing the implementation of comprehensive, K-12 family engagement initiatives and plans. This position manages family engagement initiatives that effectively and efficiently support schools in creating family friendly environments and delivering programs that increase student achievement. The person selected for this position will be directly responsible to the Associate Superintendent, Community and Government Relations.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Directs the development and implementation of a system-wide Family and Community Engagement Services (FACES) plan that aligns with Clark County School District Board of Trustees imperatives, Superintendent goals, and District and school improvement plans.
2. Develops, promotes, and works with subordinate staff to conduct principal and teacher training programs on effective strategies for family engagement.
3. Directs the implementation of research-supported models and strategies for engaging families in student academics, school activities, and District initiatives. Works with other District leaders to ensure implementation of plans and monitoring of data to ensure effectiveness.
4. Develops and directs a comprehensive plan to provide a series of classes for parents and families that build their capacity to be actively engaged in their children's education. Develops a marketing and implementation plan to promote participation. Monitors data and directs adjustments to the plan as needed to improve its effectiveness.
5. Oversees the collection of data and assesses student, family, school, and community needs, assets, and resources for student success. Provides data for reports used to monitor parent engagement and evaluates the performance indicators related to the Community Work Stream.
6. Evaluates selected strategies and makes mid-course corrections to the Family and Community Engagement Services plan to support continuous improvement.
7. Directs and oversees the creation of a repository for parent resources, including print, digital, and communication networks, to ensure parents have access to information related to student academics, school requirements, District initiatives, and other forms of engagement.
8. Participates in the creation and implementation of a school-based customer service survey and response system in conjunction with other departments.
9. Represents the District by serving on community governing boards and by participating in outreach efforts and events, as assigned. Leads the organization and facilitation of community groups to provide input and support to District parental and community engagement efforts.
10. Manages and directs all parental involvement plans and strategies; assists all schools with those plans; directs and oversees districtwide data collection; and maintains accurate documentation for programs.
11. Manages all aspects of financial accountability for family engagement programs, including administration of related districtwide grants and budgets.
12. Supervises and evaluates assigned staff and assists with division management functions, as assigned by the Associate Superintendent.
13. Develops and implements a program targeting the workforce of Clark County's largest employers to provide on-site training for Infinite Campus and other initiatives that will help parents monitor and participate in the success of their students.

14. In a culturally responsive manner, collaborates with multiple District departments, divisions, units, schools, and performance zones to provide leadership and supervision of family and community engagement strategies that meet the needs of diverse communities and constituents.
15. Provides performance zones and schools with data on parent participation in training programs, principal and teacher participation in professional development, and customer service feedback to improve family engagement and school climate.
16. Develops department reports and publications.
17. Works closely with the Communications Department and various media organizations to promote and market community and parent awareness of academic programs, initiatives, and opportunities for students and parents in support of the District's strategic plan, goals, and objectives.
18. Facilitates and conducts regular meetings with internal staff, other District administrators, community leaders, and parent organizations.
19. Directs and implements other assigned division and districtwide projects; develops, recommends, interprets, and evaluates policies, legislation, regulations, procedures, and standards, as required.
20. Performs other duties related to the position, as assigned.

#### POSITION EXPECTATIONS:

1. Knowledge of best practices in family engagement and parent involvement.
2. Knowledge of federal, state, and local mandates related to family engagement.
3. Ability to work cooperatively and effectively with colleagues, parents, school and administrative personnel, and representatives of the community, state and federal organizations or agencies.
4. Excellent communication skills, including the ability to communicate effectively with parents and District staff.
5. Excellent written and verbal communication skills.
6. Understanding and sensitivity to the needs of cultural and ethnic groups and individuals with disabilities.
7. Demonstration of mental and physical stamina commensurate with the responsibility of the position.
8. Demonstration of high-level of self-confidence, initiative, self-direction, and problem-solving skills.
9. Must be customer-oriented, organized, and a self-starter
10. Strong organizational, planning, and time management skills, including the ability to take initiative, prioritize work, handle multiple tasks simultaneously, set goals, meet deadlines, and maintain accurate and detailed records.
11. Strong analytical, reasoning, and problem solving skills.
12. Ability to speak in front of large and small groups;
13. Ability to work independently, with little direct supervision as well as work as part of a team and deal with difficult individuals while maintaining composure.
14. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
15. Ability to work cooperatively with administrators, licensed personnel, and support staff in schools and divisions/departments in the District and with representative of community organizations or agencies.
16. Knowledge of Microsoft Excel, Word, and PowerPoint.

#### POSITION REQUIREMENTS:

##### Education and Training:

An earned bachelor's degree from a regionally accredited college or university.

##### Licenses and Certifications:

None specified

##### Experience:

1. Three (3) years experience working with families and/or community groups or building family-school partnerships.
2. Two (2) years of experience as a contracted administrator in a related position.
3. Experience and expertise in staff development, data-driven decision-making, data analysis, research design, program evaluation, and curriculum review.
4. Experience working with community groups and/or governing boards.
5. Excellent public relations skills and experience working cooperatively with representatives of the community.
6. Demonstrated experience in administering academic and customer service programs in conformity with board strategies, policies, budget constraints, and established personnel practices.

7. Effective computer skills, including proficiency in word-processing and database software.
8. Experience creating, coordinating, and implementing programs.
9. Successful performance in the position held at time of application.

Preferred Qualifications:

1. Experience in writing, implementing, and adjusting program plans, policies, and procedures.
2. Basic knowledge and understanding of federal and state education-related laws and regulations, along with District policies, regulations, and negotiated agreements.
3. Knowledge and/or experience in staffing.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**An Affirmative Action/Equal Opportunity Employer**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.