



**Allentown School District**  
**Director of Family and Community Engagement**

Salary Level: <i>Act 93 Agreement</i>	Reports To: <b>Chief Outreach Officer of Family &amp; Community Engagement</b>
Contract: <b>Act 93 Agreement</b>	Prepared Date: <b>April 13, 2023</b> Updated: <b>March 1, 2024</b>
Benefits: <b>Act 93 Benefits Program</b>	Prepared by: <b>William A. Seng, Executive Director of Human Resources</b>
Office: <b>Chief Outreach Officer of Family &amp; Community Engagement</b>	Approved By: <b>Ms. Jennifer M. Ramos, Deputy Superintendent</b>

***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.
- 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 Outreach Officer of Family & Community Engagement 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 District's 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.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

### ***Problem Solving***

Identifies and resolves problems in a timely manner; Gather and analyze information skillfully; Develop alternative solutions; Work well within group problem solving situations; Use reason even when dealing with emotional topics; Generate creative solutions; Demonstrate attention to detail; Display original thinking and creativity; Meet challenges with resourcefulness; and Develop innovative approaches and ideas.

### ***Emotions***

Manage difficult or emotional parent and citizen situations; Respond promptly to parent and citizen needs; Respond to requests for service and assistance; Meet commitments; Synthesize complex or diverse information; and Show respect and sensitivity for cultural, ethnic, religious, and gender differences.

### ***Interpersonal Skills***

Manage difficult or emotional parent and community situations judiciously; Keep emotions under control; Remain open to others' ideas and tries new things; Listen and get clarification; Respond to employee requests for service and assistance; Solicit parent feedback to improve student performance; Meet commitments made to parents and the community; Maintain confidentiality; Demonstrate objective approaches to communicating with staff and constituents; Exhibit objectivity and openness to the views of others; Speak clearly and persuasively in positive or negative situations; Listen and solicit clarification; Respond appropriately to questions; React well under pressure; Write clearly and effectively; Edit work for spelling and grammar; Vary writing style to meet the needs of the audience; Present numerical data effectively; Demonstrate group presentation skills; Treat others with respect and consideration regardless of their status or position; and Work well with others.

### ***Written Communication***

Write clearly and informatively. Vary writing styles to meet the needs.

### ***Planning/Organizing***

Prioritize and plan work activities; Use time efficiently; Set goals and objectives; Develop project plans; Coordinate projects; Complete projects on time and budget; Manage project team activities; Manage competing demands; and Change approach or method to best fit the situation.

***Technical Skills***

Assess own strengths and weaknesses; Pursue training and development opportunities; Strive to continuously build knowledge and skills; Share expertise with others; Display willingness to make decisions; Exhibit sound and accurate judgment; Include appropriate people in decision-making process; and Make timely decisions.

***Motivation***

Set and achieve challenging goals. Demonstrate persistence and overcome obstacles.

***Teamwork***

Exhibit objectivity and openness to others' views; Give and welcome feedback; Contribute to building a positive team spirit; Put success of team above own interests; Able to build morale and group commitments to goals and objectives; and Support everyone's efforts to succeed.

***Change Management***

Communicate changes effectively; Prepare and support those affected by change; and Monitor transition and evaluate results.

***Servant Leadership***

Exhibit confidence in self and others; Inspire and motivate others to perform well; Accept feedback from others; Give appropriate recognition to others and identify with the well-being of team members; Practice active listening skills and observe non-verbal cues; Include staff in planning, decision-making, facilitating and improving processes; Practice fore-sighted thinking; Take responsibility for direct report activities; Make self-available to staff; Provide regular performance feedback; Develop direct report skills and encourage professional growth; and Continually work to improve supervisory skills.

***Leadership Skills***

Develop workable implementation plans; Lead by example; Look for ways to improve and promote quality; Practice data informed decision making; Build strong positive relationships; Demonstrate accuracy and thoroughness; Adhere to safety and security procedures; Adhere to local, state, and federal laws; Adhere to Board policies, District administrative regulations, code of professional practice and conduct for educators, and the District's code of conduct; and Identify and resolve problems in a timely manner.

***Organizational Skills***

Work with accuracy when monitoring all cost related tasks; Show respect and sensitivity for cultural differences; Follow policies and procedures; Complete administrative tasks and reports correctly and on time; and Support the District's goals and values.

***Personal Competencies***

Exhibit sound and accurate judgment; Treat people with respect; Work ethically and with integrity; Respect confidentiality; Demonstrate persistence and overcomes obstacles; Prioritize and plan work activities; Use time efficiently; Approach others in a tactful manner; React well under pressure;

Demonstrate accuracy and thoroughness; Follow instructions and respond to supervisory direction; Inspire the trust of others; Display integrity and ethical behavior; Uphold district values; Accept responsibility for own actions; and Follow through on commitments; and Take responsibility for own actions.

***Fiscal Stewardship***

Work within the approved budget; Conserve District resources; and Understand cost management strategies and systems.

***Strategic Thinking***

Develop strategies to achieve district goals; Understand the District's strengths & weaknesses; and Adapt strategy to changing conditions.

***Physical Demands:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, bend, and lift. The administrator is required to use hands to fingers or handle documents, telephone, etc. The administrator is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required *by this* job include close vision, distance vision, and ability to adjust focus.

***Evaluation:***

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: \_\_\_\_\_ Date: \_\_\_\_\_  
Individual serving in this position