



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Director of Family and Community Engagement
Payroll/Personnel Type:	12 Month
Job #:	8436
Reports to:	Deputy Superintendent of Student Support Services
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

St. Louis Public Schools is seeking a Director/Coordinator of Family and Community Engagement to serve under the Deputy Superintendent of Student Support Services. The Director of Family and Community Engagement will be instrumental in coordinating efforts to facilitate parental and community involvement, assist schools in efforts to improve student attendance and student achievement. The Director of Family and Community Engagement will also assist schools in ensuring compliance with all federal, state, district, and school policies.

Essential Functions:

Family and Community Engagement Functions:

- Oversee the day-to-day functions of the district's Family and Community Specialists, monitor Title I compliance, monitor attendance initiatives, conduct site visits, provide interventions to build relationships with parents/families, provide support to school, staff, and administration.
- Provide leadership and direction for the district's Family and Community Specialist staff, to include recruitment, professional development, and evaluation, in collaboration with the personnel department.
- Collaborate with building administrators to ensure positive and effective performance of the Family and Community Specialists.
- Utilize research awareness to ensure strong and cohesive parental involvement remains at the forefront, producing measurable outcomes.
- Collaborate with the Budget Department to ensure Title I funds are allocated and used most effectively and in a comprehensive manner regarding parental involvement.
- Collaborate with the Development and Partnership Office to secure grants to promote parental involvement.
- Develop partnerships with neighborhood organizations, businesses, and community agencies to secure resources to promote parental involvement.
- Provide assistance with the Office of Family and Community Engagement website, reflecting current trends of communication.
- Ensure that parent/family engagement is an integral part of the District's professional development for all school staff.
- Support the District's uses of effective professional development strategies, curricula, and tools to train Family and Community Specialists to improve student achievement.
- Identify appropriate metrics for measuring outcomes of and inputs for the effect of parent/family engagement programs and initiatives.
- Develop strategies for creating uniform standards for creating and sustaining welcoming school climates that value parents/families in all their diversity as resources to drive student achievement and school success.
- Responsible for supervising staff and leading the development and delivery of parental engagement and involvement topics.



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- Increase parent awareness of and participation in District initiatives, including workshops, special events, conferences, etc.
- Maintain proficient knowledge of current research and trends in education, parent involvement/engagements, partnerships, and communication.
- Facilitate school-level outreach and support for parent/family engagement, aided by Family and Community Specialists.
- Strategically engage and involve community groups in planning and activities while ensuring that new participant numbers increase significantly each year.
- Market programs to parents, families, District Advisory Councils, School Advisory Councils, principals, social workers, school nurses, counselors, community groups and members, as well as other diverse stakeholders.

Parent and Student Engagement Functions:

- Serve as the district's liaison to advise on school policies, implementation and enforcement of school uniforms, discipline codes, parent concerns/information
- Foster communication and problem solving with parents via email, phone calls, site visits
- Foster communication and problem solve with building/district administrators, community partners, attorneys and advocates, other school districts
- Organize Call Centers for opening of regular and summer school
- Coordinate revision of "Code of Conduct", provide interpretation and enforcement
- Provide professional development opportunities for those working with the public
- Field and forward concerns related to the Innovative Pathways program.
- Organize and implement District Bully Awareness Program.
- Receive and distribute reports related to Anti-Violence programs.
- Serve on State and Federal A+, Safety, and Risk Management teams.

State and Federal Programs Compliance Functions:

- Responsible for Title I compliance, reports, and data compilation to assist the following offices: Academics, Accountability, Budget and Finance, Institutional Advancement, Student Support Services, and other departments per request.
- Maintain compliance records for all local, state, and federal timelines, policies and mandates.
- Work with State and Federal Programs' funded staff to create and monitor timelines and processes to ensure that all local, state, and federal policies are met.
- Collect and organize all self-monitoring report materials.
- Post all required documents on the St. Louis Public Schools Website.
- Ensure accuracy and compliance with indicated guidelines and timely submission of all required documents limited to time-and-effort logs.
- Attend District Advisory Council and Title I Advisory meetings.
- Conduct random spot-checks of staff and documentation.

Knowledge, Skills, and Abilities:

- Ability to work in a collaborative team setting.
- Knowledge of state and district policies and mandates related to parent involvement, discipline, and student achievement, including Title I, if appropriate.
- Knowledge and experience in implementing Epstein's six types of parental involvement.



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Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.