

ELK GROVE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: PROGRAM ADMINISTRATOR
 OFFICE OF FAMILY AND COMMUNITY ENGAGEMENT**

BASIC FUNCTION:

Under the direction of the Director-Student Support and Health Services, create and support partnerships among schools, families and community; coordinate a central resource for family engagement to inform parents and families as essential partners in helping students achieve academic proficiency, college and career readiness; act as resource for community engagement, assisting agencies, businesses, industry, and nonprofit organizations to collaborate in the best interests of students, families, and schools; train and supervise the performance of assigned staff.

ESSENTIAL FUNCTIONS:

Develop, implement, monitor and evaluate a strategic plan to provide comprehensive family and community engagement services and supports

Implement strategies and systemic initiatives that improve the collaboration between parents, families, schools and community partners

Provide parents and families with the necessary resources to assist them to effectively perform as their children's first teachers

Support parent advocacy as advisors and decision-makers in the practice and process of their child's education

Create learning opportunities and collegial inquiry for parents, ensuring equity and access for all parents and families through multilingual/cultural programs

Across the diversity of the District's student population, guide outreach strategies and assist in culturally responsive school-home communication to build understanding and inclusion for all ethnicities, languages, socioeconomic backgrounds and family structures

Provide ongoing, differentiated and targeted parent development through workshops and coordinated efforts such as Parent University, and technical assistance to schools to build collaborative and open communication among teachers, families and community members

Provide parent leaders with reliable and transparent high quality support services

Provide families with information and resources to help prepare students for college, career and life success

Collaborate with District leadership to provide opportunities for real-world learning experiences (such as work-based learning, community service or service learning) as a means to enhance involvement within the community by students, families, and schools and to prepare students for college and career success

Connect, encourage, develop and strengthen community partnerships, including businesses, industries, agencies and organizations in order to support career academy and pathway programs

Ensure community engagement and organizing strategies are strongly aligned with organizational goals – and that perspectives from networks of education, parents, and community inform organizational vision and mission

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of administration, supervision and training

Building positive relations with racially, linguistically and socioeconomically diverse populations

Strategic planning and decision-making processes

Current literature and research on parent outreach program models that support student learning and academic achievement

Organizational development with community partnerships

Computer capabilities and data processing applications

Oral and written communication skills

Budget preparation and control

ABILITY TO:

Effectively manage family and community outreach

Work in diverse community environments and structures

Strategically plan and manage short and long-term goals and strategies

Build family and community relationships; communicate and motivate others towards goals

Critically think with excellent judgment in complicated situations

Improve skills over time and eager to receive feedback

Lead a small-team environment

Adjust and work through obstacles that may present themselves in a dynamic environment

Interpret, apply and explain regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines

Work independently with little direction

Plan and organize work

Prepare and perform a variety of oral presentations

Operate a computer and assigned office equipment

Maintain consistent, punctual and regular attendance

Hear and speak to exchange information and make presentations

Move hands and fingers to operate a computer keyboard

See to read a variety of materials

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: Bachelor's degree and/or five years of experience in the successful development of family and community partnerships.

WORKING CONDITIONS:

ENVIRONMENT:

Office

Driving a vehicle to conduct work

Working evenings and weekends as needed