

CENTRAL SCHOOL DISTRICT

Job Title: Director of Student and Family Engagement

Occupational Group: Management & Confidential

Reports to: Assistant Superintendent of Human Resources and Safety Preparedness

Work Year: 225 Days

Date of Board Approval: 12/16/2021

DEFINITION

Under the direction of the Assistant Superintendent of Human Resources, plan, organize, coordinate and increase student and family engagement, principally focusing on unduplicated students, participation, attendance and child wellness functions for the District; support school sites and provide technical expertise and support aligned to board policies and education code requirements relating to student discipline, student records; attendance, support the Multi-Tiered System of Support (MTSS) at school sites, positive behavior support, safety and family concerns; conduct due process meetings; family and community liaison; chair administrative panel hearings; determine appropriate placement of referred students into appropriate alternative placements; train, supervise and evaluate the performance of assigned personnel.

QUALIFICATIONS

Education/Certification:

- Valid California credential authorizing service as a teacher.
- Valid California credential authorizing service as a school administrator.
- Required: Master's degree in education, public administration or related field.
- Must obtain within six (6) months of employment first aid certification including CPR training and keep both current.
- Department of Justice Clearance.
- Current TB test with screening every four years to remain up to date.

Experience:

- Five years professional experience in a public-school setting with successful principal experience.
- Personal: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

Knowledge and Abilities:

Laws and regulations relating to suspension, expulsion, enrollment, education records and attendance. Education Code as it pertains to Child Welfare and Attendance. FERPA (Family Educational Rights and Privacy Act). Best practices regarding behavior interventions, function of behavior, accommodations, and adult learning theory. Positive Behavior Interventions and Supports framework factors that affect school climate and culture. Oral and written communication skills. Principles and practices of supervision and training. Applicable laws, codes, regulations, policies, and procedures. Interpersonal skills using tact, patience, and courtesy. Operation of a computer and assigned software. Knowledge of evidence-based family and community involvement practices. Plan, organize, coordinate, and implement student and family engagement strategies functions for the district. Support school sites and provide technical expertise and legal support relating to student discipline, attendance, health quarantine, enrollment, safety, and family concerns. Conduct due process meetings. Chair administrative panel hearings. Determine appropriate

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placement of referred students into appropriate alternative placements. Train and evaluate the performance of assigned staff. Communicate effectively both orally and in writing. Interpret, apply, and explain rules, regulations, policies, and procedures. Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned office equipment. Analyze situations accurately and adopt an effective course of action. Meet schedules and timelines. Work independently with little direction. Plan and organize work. Maintain records and files. Prepare comprehensive narrative and statistical reports. Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements: Ability to work at a desk and in meetings of various configurations. Ability to read printed matter and computer screens. Ability to communicate so others will be able to clearly understand a normal conversation. Ability to understand speech at normal levels.

ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Plan, organize, coordinate, and implement student and family school engagement and participation, including maintaining the district's student and family outreach. Provide direct support to school sites principally targeted to increase engagement for unduplicated students, remove barriers, connect community resources, provide technical expertise and legal support relating to re-engagement, positive school climate and discipline, student wellness, school attendance, enrollment, health, safety, and family concerns; support and build capacity of school site teams in positive behaviors, MTSS interventions and supports.
2. Raise the awareness of school personnel, parents, guardians, caregivers, community partners, and local businesses of the effects of chronic absenteeism, truancy, and other challenges associated with poor attendance principally targeted to support unduplicated student groups and their families.
3. Engage families with due process meetings; communicate with family, students, and school administrators to review student behaviors, student rights, MTSS, monitor and implement strategies to support equity and access to prevent the need for expulsion processes. Facilitate with family district advisory committees
4. Ensure that students with attendance problems are identified as early as possible to provide applicable support services and interventions.
5. Evaluate the effectiveness of tiered re-engagement strategies implemented to reduce chronic absenteeism rates and truancy rates.
6. Connect students and their families to community partners and critical support services and interventions which will help them get back on track with their education. Provide family workshops principally targeted for unduplicated students on increased awareness of the importance of regular student engagement, positive school climate, identification of barriers and MTSS. Examples of these key services and interventions benefiting elevated high need youth are as follows:
 - A conference between school personnel, the student's parent or guardian, and the student.
 - Promoting co-curricular and extracurricular activities that increases student's connectedness to school, such as tutoring, mentoring, the arts, service learning, or athletics.
 - Recognizing student and schools who achieves excellent attendance or demonstrates significant improvement in attendance.
 - Referral to a school nurse, school counselor, school psychologist, mental health clinician, and other student support personnel for case management and counseling.
 - Collaboration with child welfare services, law enforcement, courts, public health care agencies, or government agencies, or medical, mental health, and oral health care providers to receive necessary services.

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- Collaborating with school study teams, guidance teams, MTSS teams, school attendance review teams, positive climate teams or other intervention-related teams to assess the attendance or behavior problem in partnership with the student their parents, guardians, or caregivers
 - In schools with significantly higher rates of chronic absenteeism, identify barriers to attendance that may require schoolwide strategies instead of case management.
 - Referral to a school attendance review board.
 - Referral to a county truancy mediation program.
7. Chair administrative panel hearings: serve as Superintendent's designee to facilitate hearings and recommend expulsions to the School Board as appropriate; prepare finding of facts; receive and respond to concerns; investigate problems and develop solutions as required.
 8. Determine appropriate placement of referred students into appropriate alternative placements; process intra- and inter-District transfer requests; review and determine SARB (School Attendance and Review Board) eligibility; conduct home visits to serve subpoenas in accordance with applicable laws, codes, rules, and regulations. Review appeals process for inter- and intra-District disciplinary matters.
 9. Oversee and support school attendance review teams; serve as chairperson and facilitator of student attendance review board hearings.
 10. Conduct and facilitate training and meetings regarding legislation, student discipline, enrollment, attendance, policies, procedures, and records management.
 11. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions.
 12. Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities. Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
 13. Participate in the development of the annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
 14. Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.
 15. Attend and conduct a variety of meetings as assigned.
 16. OTHER DUTIES: Perform related duties as assigned.

OTHER REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's License and insurability by the district's liability insurance carrier. Must provide, at own expense, a car and a cellular phone for use during the day and in the event of an emergency.

WORKING CONDITIONS

Office environment, subject to constant interruptions; employees in this class spend prolonged periods of time at a computer terminal; employee may be exposed to communicable diseases, blood borne pathogens exposure and anti-social/hostile behavior

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs and physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgment when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.