



Job Title: Director of Family and Community Engagement

Department: Student and Family Support Services
Reports To: Executive Director of Student and Family Support Services
Grade: BG-09
Number of Days: 12 Months
Security Access: District
Current Date: April 12, 2016
Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Student and Family Support Services provides data driven, multi-tiered prevention and intervention services for students, schools, and families to address the social, emotional, behavioral, health, and safety needs of all students.

The Director of Family and Community Engagement will provide leadership for a comprehensive family and community engagement strategy that supports families as equal partners in education and aligns community resources. The director will collaborate with, school leaders, TPS academic and support departments, families, and community partners to create

structures and practices that fully utilize the ideas, energy, and resources of the entire community and enable districts and communities to work toward the shared goal of improved educational experiences and increased life outcomes for all students.

Minimum Qualifications:

- Master's degree in human relations, social work, counseling and/or psychology—or working to achieve.
- Five year experience working with youth and families in school and/or community based setting, with two years' experience in leadership role.

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Develop, implement, and maintain a districtwide strategy for family and community engagement that promotes positive working relationships between families and community partners.
 - Provide assistance to schools in planning and implementing strong parent and community involvement programs, activities, and procedures.
 - Provide for ongoing communication between the district, parents, and community partners.
 - Coordinate supplemental services schools in need of improvement.
- Co-supervision for 76 Title I parent facilitators.
- Provide comprehensive professional development for parent involvement facilitators.
- Build a comprehensive parent education program that provides opportunities for participants to engage in multi-tiered learning opportunities.
 - Coordinate parent involvement strategies that focus on high student achievement.
 - Provide parents with information regarding the Title I program.
 - Provide training to help parents work with their children to improve achievement.
 - Ensure an annual Title I meeting, appropriate distribution of the Parents Right to Know Act, and parent student/teacher compact.
- Develop and maintain a family and community engagement database to measure impact and assist with building effective ways to partner with families and community organizations.
- Oversee a community attendance strategy that provides parental support and public awareness about the importance of attendance.
- Develop systematic approaches to identify and measure community collaborations and resources.
- Support local parent and teacher associations by attending meetings and aligning goals.
- Collect student attendance, discipline, suspension, academic achievement, and community partner outcomes to inform practices and measure impact.
- Conduct ongoing assessment of programs through formative, summative, and other system-wide data analysis for continuous improvement.
- Determine program needs and allocate resources to maximize division budget.
- Stay informed of state and federal laws and procedures pertaining to family support and community engagement.
- Participate in regional and state meetings pertaining to family support and community engagement.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to facilitate collaborative team processes across disciplines.
- Knowledge of federal regulations relative to Title I programs.
- Understanding of educational success and social, emotional learning and development.
- Ability to communicate effectively and efficiently in a variety of settings, including public speaking.
- Perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situation.
- Ability to lead the development of continuous improvement and ability to facilitate results-based decision making
- Ability to speak Spanish a plus.

Supervisory Responsibility: Supervise family and community engagement staff

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Standard office environment

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