

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### PARENT AND FAMILY ENGAGEMENT ADMINISTRATOR

**SALARY SCHEDULE: ADMINISTRATOR - M**

**COST CENTER: DEPARTMENT OF STRATEGIC ENGAGEMENT (9049)**

#### QUALIFICATIONS:

- Bachelor's Degree required. (Master's Degree preferred)
- Teaching or School Administrator Certification preferred, but not required.
- Minimum of at least five years of experience in education, community organizing, and/or social service, preferably in a school setting.
- Proven track record building positive relationships with parents and community.
- Experience managing a team and/or experience in communications and public relations field is preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Experience working in a fast-paced environment; adaptable when managing multiple, shifting priorities; ease at managing competing demands and determining priorities independently.
- Strong understanding of the Sarasota County Schools community and a sensitivity to the diverse needs of those communities. Commitment to equity.
- Track record of success with engaging parents/guardians.
- Ability to work collaboratively with constituents including parents/guardians, school administrators, teachers, partners, and broader community stakeholders.
- Outstanding organizational skills, attention to detail and ability to work under pressure with a high degree of accuracy.
- Excellent verbal and written communication skills. Strong computer and technology skills; proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and social media platforms; and interest in and ability to learn new platforms.
- Thorough understanding of program management and budgeting skills.

#### REPORTS TO:

Director, Strategic Engagement

#### JOB OBJECTIVE:

Cultivate, implement, lead, and monitor the district's parent and family engagement strategy with the ultimate goal of engaging families as essential partners in helping student achieve academic proficiency and college and career readiness.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- Develops trusted relationships with a team of cross-functional leaders to create, guide, implement, and monitor a district-wide engagement strategy, with the ultimate goal of building a community of school and district leaders that value and support the district's family engagement initiatives.
- Builds and manages a team to effectively facilitate family engagement initiatives (including partner activities). Develops clear, specific, and ambitious performance goals for the team and manages continuous improvement of the team and its initiatives.
- Develops and oversees the implementation of the district's family engagement policies and standards, and

## **PARENT AND FAMILY ENGAGEMENT ADMINISTRATOR (Continued)**

ultimately drive the change management and culture shift necessary for meeting the district's vision and goals for family engagement.

- Collaborates with various parent organizations, non-profits, and parent advocacy groups to strengthen family engagement and to ensure the district is leveraging the strengths of those organizations that seek to support the district's efforts around engagement.
- Develops and delivers professional development for key personnel including teachers, principals, front-office staff, and parent liaisons to ensure engagement standards and effective engagement practices are embedded in day-to-day work.
- Compiles and manages budgets and cost estimates based upon documented program needs. Ensures that programs are cost effective and funds are managed prudently.
- Collaborates with district and school-based leaders to develop guidance, protocols, and procedures and provides support with the implementation of accountability structures to ensure investment and adherence to those expectations.
- Creates and implements a consistent feedback loop with stakeholders to solicit input and to assess progress with the district's engagement strategy and uses information to improve strategy implementation.
- Attends relevant internal and external meetings and conferences to stay informed about latest research and trends; represents the perspective and vision of the district and present specific findings and strategy updates.
- Demonstrate support for the department and district goals and priorities.
- Provide for a safe and secure workplace.
- Model and maintain high ethical standards.
- Follow attendance, punctuality and proper dress rules.
- Maintain confidentiality regarding all work-related matters.
- Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement No. 05**