

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PARENT AND FAMILY ENGAGEMENT ADMINISTRATOR

SALARY SCHEDULE: ADMINISTRATOR H

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