



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 22-2022/23
 DOCUMENT NO. 10-2022/23
 DATED: 10/19/2022

<u>DIRECTOR - COMMUNITY SERVICES AND PARENT RESOURCE CENTERS</u>	
DEPARTMENT/SITE: Student and Family Support Services REPORTS TO: Executive Director of Student and Family Support Services	SALARY SCHEDULE: Classified Management SALARY RANGE: 31 WORK CALENDAR: 261 Days FLSA: Exempt

PURPOSE STATEMENT:
 Under the general direction of the Executive Director of Student and Family Support Services, the Director of Community Services and Parent Resource Centers is responsible for leading, managing, and supporting the staff and volunteers at multiple Parent Resource Centers, overseeing and evaluating the value of contracted parent engagement services at all MUSD schools, building capacity, and developing appropriate program curriculum to meet the diversified educational needs of parents/guardians across the District, so that they can be fully engaged and play meaningful roles in their children's education. These duties encompass engaging all District departments, committees, schools, students, families, and relevant community organizations to advance parent/guardian leadership in our District. The incumbent in this classification provides the school community with _ which directly supports student learning and achievement.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:
The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Analyzes and synthesizes complex materials (e.g. plans, budgets, funding requests, etc.) to document activities and issues, meet compliance requirements, providing audit references, making presentations, and providing supporting materials for requested actions.
- Analyzes data from a wide variety of sources (e.g., staff, public agencies, etc.) to design appropriate curriculum programs that meet the District's parents/guardians' diverse educational needs and prepare them to be fully engaged in their children's education.
- Authors reports and presents information on various topics related to administrative responsibilities (e.g., financial information, overviews of programs/services, policies, and procedures) to provide general information, train others, and implement actions.
- Conducts periodical surveys and other evaluative measures to assess programs' outcomes concerning District goals and objectives and ensure compliance with legal, financial, and District requirements.
- Develops long and short-range vision and plans to ensure that the District's parents/guardians voices are represented in the District's LCAP plan and ensures that projects support assigned administrative responsibilities (e.g., the scope of work, staffing, materials, equipment, space requirements) to ensure organizational objectives are achieved in the most efficient and timely manner.
- Directs the implementation of existing and new programs/services through a combination of delegation and personal involvement to ensure that new programs/services are provided within established timeframes in compliance with all related requirements.

MUSD BOARD APPROVED: OCTOBER 24, 2023
MOTION NO. 40-2023/24
DOCUMENT NO. 20-2023/24

- Identifies and secures funding sources, including community and corporate grants, sponsorships, and major gifts, and oversees and manages financial resources within the established annual department budget.
- Leads workshops, training, and seminars (e.g. workshops, inter and Intra District committees, seminars, conferences, etc.) to convey and gather information required to perform functions.
- Manages a comprehensive Resource Directory of Community Services in partnership with other community stakeholders for improving services throughout the city and county of Madera.
- Manages and leverages a comprehensive portfolio of District initiatives designed to prepare and support parents/guardians to play a relevant and meaningful role in their children's education.
- Monitors programs/services for the purpose of ensuring stated outcomes are achieved, relevant policies and procedures are met, and services are efficiently provided within budgetary guidelines.
- Recruits, coaches, and supervises community education teachers/facilitators and community volunteers to ensure compliance with program requirements and adopted District policies and procedures.
- Oversees multiple Parent Resource Centers, manages, and supports the staff and volunteers, designs, implements, and evaluates curricula outcomes, and ensures that the sites, staff, and contracted providers follow state and District guidelines.
- Researches and analyzes data required to manage assignments (e.g., reviewing relevant policies, current practices, staffing requirements, financial resources, etc.) to develop new programs/services, ensure compliance with applicable requirements, and secure general information for planning, taking appropriate actions and responding to requests.
- Represents the parent engagement programs at community events, building positive community relations, and managing the day-to-day delivery of various parent engagement services and resources District- wide.
- Responds and addresses issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and liability if not appropriately addressed, identify the relevant issues, recommend, or implement a plan of action that will efficiently resolve the issue.
- Interprets pertinent policies and implements established State, LCAP, and Board standards and guidelines.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Federal, state, local, and District laws, regulations, policies, and practices related to assigned activities
- Principles, strategies, and practices of adult learning theories and public outreach
- Methods to interpret apply and explain rules, regulations, policies, and procedures
- Data analysis and presentation techniques
- Principles and practices of supervision and training
- Public speaking techniques
- Technical aspects of field of specialty
- Operation of a computer and assigned software
- Oral and written communication skills
- Interpersonal skills including tact, patience and courtesy

Skills and Abilities to:

- Perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions

- Operate standard office equipment including utilizing district-issued hardware and pertinent software applications
- Plan and manage projects
- Perform budgeting and financial management calculations
- Organize work and communicate effectively
- Develop effective working relationships'
- Coordinate activities with multiple and diverse stakeholders
- Facilitate productive partnerships and networks
- Train and evaluate the performance of assigned staff
- Develop, manage, and evaluate complex operations
- Utilize data management systems to access a variety of records such as state/local assessments
- Analyze difficult and complex issues identifying logical solutions and appropriate courses of action based on objective data
- Organize and coordinate District-wide events
- Prioritize and complete multiple tasks in a timely manner, meeting schedules and time lines
- Be a positive change agent and an effective leader with diverse groups across race, ethnicity, religion, gender, class and sexuality
- Build positive and productive relationships with students, parents, staff, and community members
- Communicate effectively both orally and in writing
- Prepare presentations and use expert facilitation skills
- Maintain confidentiality of sensitive information
- Understand, interpret, apply, and articulate regulations and policies related to assigned activities
- Prepare detailed and concise records, files, and reports
- Speak proficiently and effectively in a language (Spanish) in addition to English to establish effective communication with a major target population of the program

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Bachelor's degree from a nationally accredited college or university, in social work or related field. Master's degree preferred.

EXPERIENCE REQUIRED:

Five (5) years of increasingly responsible work experience in the field of social work, or community services/programs that increase family engagement and/or enhance student achievement, or counseling individuals and or groups.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to travel to District sites or other community locations and to conferences, seminars, workshops, training sessions outside the district.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score

- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is generally performed in an indoor office environment, requiring extensive sitting and some walking, and standing
- Light lifting, carrying, pushing, and/ or pulling
- Some stooping, kneeling, crouching, and/crawling to access files
- Manual dexterity to operate a computer keyboard and handle paperwork in the office.
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen