

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Director of Community Services and Parent Resource Centers (PRC)

Department/Site: School Site

Reports to: Executive Director of Student Family and Support Services

Classification: Classified Management

Salary Schedule: Classified Management

Salary Range: 20

FLSA: Exempt

PURPOSE STATEMENT

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.

ESSENTIAL FUNCTIONS

- 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.
- 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.
- 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.
- 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, etc.) 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.
- 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.
- Responsible for managing a comprehensive Resource Directory of Community Services in partnership with other community stakeholders for improving services throughout the city and county of Madera.
- 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.
- 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.

- 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.
- Authors reports and presents information on various topics related to administrative responsibilities (e.g., financial information, overviews of programs/services, policies and procedures, etc.) to provide general information, train others, and implement actions.
- Recruits, coaches, and supervises community education teachers/facilitators and community volunteers to ensure compliance with program requirements and adopted District policies and procedures.
- 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.
- 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.
- 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.
- 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.
- Responsible for the interpretation of pertinent policies and implementation of established State, LCAP, and Board standards and guidelines

OTHER FUNCTIONS

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

KNOWLEDGE, SKILLS AND ABILITIES

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 presentations 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
- Operating standard office equipment including utilizing pertinent software applications
- Planning and managing projects
- Budgeting and financial management
- Organizational and Communication skills
- Developing 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 course of action based on objective data
- Organize and coordinate District-wide events
- Prioritize and complete multiple tasks in a timely manner
- 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 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
- Meet schedules and time lines to Plan and organize work
- Prepare detailed and concise records, files and reports

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.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

<p>MUSD BOARD APPROVED: MAY 25, 2021 MOTION NO. 169-2020/21 DOCUMENT NO. 333-2020/21</p>

MINIMUM QUALIFICATIONS

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

Education: Bachelor's degree or higher from a nationally accredited college or university, in social work or related field

Special:

A valid California Driver License Use of automobile

Ability to communicate in Spanish orally and in writing is required.

REQUIRED TESTING

- Pre-employment Proficiency

CONTINUING EDUCATION/TRAININGS

- None Specified

CERTIFICATES/LICENSES

- None Specified

CLEARANCES

- DOJ/FBI Background
- TB Skin Test

MUSD PERSONNEL COMMISSION
APPROVED MOTION NO. 08-2017/18 DATED: 09/25/17
DOCUMENT NO. 04-2017/18

MUSD BOARD APPROVED: AUGUST 22, 2017
MOTION NO. 34-2017/18
DOCUMENT NO.91-2017/1

<p>MUSD BOARD APPROVED: MAY 25, 2021 MOTION NO. 169-2020/21 DOCUMENT NO. 333-2020/21</p>
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