

Job Title Director Family and Community Engagement
Reports to Executive Director
Dept/School Family and Community Engagement

Job Title Code 115065
Wage/Hour Status Exempt
Pay Grade 108
Date Revised August 15, 2025

Primary Purpose

This position will support the development and implementation of an inclusive and systemic action plan that strengthens organizational structures and enhances support for students and families. This role is critical in fostering meaningful partnerships with families and communities to promote student success and equitable outcomes.

Education/Certification

- Master's Degree from an accredited university
- Valid Texas Teaching Certificate
- Valid Texas Counseling Certificate and/or Texas Principal or Mid-Management Certificate

Special Knowledge/Skills

- Ability to effectively lead cross-functional teams
- Strong organizational, communication and interpersonal skills
- Ability to conduct effective and engaging presentations and workshops for community stakeholders
- Ability to collaborate effectively with internal and external stakeholders
- Proficient use of MS Word, Excel, Teams, PowerPoint, and OneDrive

Experience

- Three (3) years teaching experience
- Five (5) years' experience in campus leadership or Counseling experience at the district level

Major Responsibilities and Duties

1. Support the development of departmental goals, policies, and procedures aligned with the District Strategic Blueprint, and collaborate with administrators, staff and external partners to coordinate initiatives that advance its objectives.
2. Coordinate the growth of services that support our students', parent's, and community's needs, such as Community Schools, and San Jacinto Adult Education Program.
3. Directly oversee the San Jacinto Adult Education Program and ensure all Texas Workforce Commission metrics and Collaborative goals are met.
4. Design and deliver professional development programs focused on family and community engagement responsive to the diverse needs of staff, students and stakeholders.
5. Actively engage in ongoing professional learning and research on best practices and innovative trends related to innovation, inclusion, and stakeholder engagement.
6. Maintain up to date systems for the Volunteer in Public Schools (VIP) Program and enhance as needed.
7. Enhance student and family support systems by initiating formal partnerships with community organizations that meet the identified needs of each school community.
8. Develop procedures to submit purple star applications and to collect and code military connected students appropriately.
9. Oversee the systemic integration and expansion of the community school program throughout the District to close gaps and increase student academic achievement.
10. Collaborate with internal and external stakeholders, including District and campus leaders, to drive organizational transformation and implement school-based practices that ensure equitable access and opportunities for all students and families.



JOB DESCRIPTION

11. Support and monitor programs and initiatives designed to ensure access and opportunities for students, staff, and families.
12. Engage students, staff, and families in fostering a welcoming and inclusive district culture while supporting the development of comprehensive strategies to improve school climate and address the diverse needs of all students and families.
13. Perform other duties as assigned by supervisor.

School/Organizational Climate

14. Develop systems of communication which establish consistent, efficient, and collaborative processes for the provision of support to District and campus staff and teachers.
15. Model and promote effective problem-solving practices and conflict resolution which are customer service oriented and inclusive in nature.
16. Collaborate harmoniously with others to ensure alignment of work throughout the district.

Supervisory Responsibilities

Supervise Assigned Personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours, prolonged use of computer.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

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 Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
 Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.



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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.