

JOB DESCRIPTION

Job Title	Executive Director Family and Community Engagement	Job Title Code	110179
Reports to	Chief Organizational Transformation and Innovation	Wage/Hour Status	Exempt
Dept/School	Family and Community Engagement	Pay Grade	109
		Date Revised	February 10, 2025

Primary Purpose

This position will serve to assist in the development of an inclusive and systemic action plan that enhances organizational structures and supports students and families.

Education/Certification

- Bachelor's Degree from an accredited university
- Valid Texas Teacher, Counseling, or Mid-Management Certification

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

- Five (5) years teaching experience in a public-school setting

Major Responsibilities and Duties

1. Assist in the development of departmental goals, objectives, policies, and procedures that are aligned to support the District Strategic Blueprint.
2. Coordinate the growth of services that support our students', parent's, and community's needs, such as Community Schools, San Jacinto Adult Education Program, and Extended Day Learning Centers.
3. Plan, design, organize, prepare, and deliver professional development programs to address family and community engagement that are attentive to the diverse needs of staff, students and community stakeholders.
4. Actively research and participate in professional learning on best practices and innovative trends related to inclusion, and stakeholder engagement.
5. Collaborate with internal and external stakeholders to promote, sustain, and advance organizational transformation and innovation.
6. Collaborate with other District and campus leaders to implement school-based processes and practices that promote access and opportunity for student and family populations.
7. Support and monitor programs and initiatives designed to ensure access and opportunities for students, staff, and families.
8. Engage students, staff, and families in the process of creating a welcoming and inclusive culture throughout the district.
9. Assist in the development of a comprehensive approach to improve school climate and creating inclusive schools to effectively meet the needs of diverse students and families.
10. Collaborate with administrators, staff, and external organizations to coordinate partnerships that support our District Strategic Blueprint.
11. Perform other duties as assigned by supervisor.

JOB DESCRIPTION

School/Organizational Climate

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

Supervisory Responsibilities

None

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 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: _____

Approved: _____
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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.

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.