

126042EF Assistant Director Equity
and Community Engagement

Job Title: Assistant Director Equity and Community
Engagement

Wage/Hour Status: Exempt

Reports to: Executive Director Equity and Community
Engagement

Pay Grade: 106

Dept./School: Equity and Community Engagement

Date Revised: June 22, 2023

Primary Purpose

Coordinate the expansion of the Community Schools model into each Zone of Excellence. Lead the development of the program implementation and sustainability plan. Enhance equitable student and family support systems by initiating formal partnerships with community organizations that meet the identified needs of each school community. Provide operational and mentorship support for department and campus-based staff to ensure program continuity and continuous improvement.

Qualifications

Education/Certification

Bachelor's Degree from an accredited college or university
Valid Texas Teacher, or Counseling, or Principal certification

Special Knowledge/Skills

- Strong knowledge of non-profits and social services
- Understanding of public Pre-K-12 education
- Ability to network and recruit community partners
- Ability to effectively communicate with stakeholders
- Organizational skills for meeting timelines
- Ability to work with District personnel, parents, and community members

Experience

Five (5) years' experience in education and/or non-profit organizations/social services

Major Responsibilities and Duties

1. Coordinate the systemically integrated expansion of the community school program throughout the District.
2. Model and train school leadership teams, families, and community organizations to conduct needs and asset assessments to identify gaps in services and support and build upon existing support systems.
3. Collaborate with school leadership teams, families, and community organizations to connect schools with services to address the identified needs in each school community.
4. Coordinate with other district departments to systemically integrate district programs and supports with the Community Schools program.
5. Engage community organizations in partnerships that support equity and academic achievement.
6. Develop the efficacy of departmental staff and school-based staff to effectively coordinate the operation of the Community Schools program at multiple sites.
7. Plan, design, organize, prepare, and deliver professional development to build the capacity of school and district personnel to support districtwide Community Schools programming.
8. Support the executive director with establishing, maintaining, and updating formal agreements with community organizations and vendors.
9. Monitor fidelity of implementation and program outcomes and develop analytical program reports as requested.
10. Provide leadership to school staff with strategies to create a welcoming school environment.
11. Provide excellent customer service while developing and maintaining professional relationships with the press, business representatives, community members, and District staff.
12. Respond to phone calls, e-mails, letters, and other communications in a timely manner.
13. Maintain a professional level of confidentiality in the office regarding sensitive staff, parent and student matters.
14. Perform other duties as assigned by supervisor.

School/Organizational Climate

- 15. Develop systems of communication which establish consistent, efficient, and collaborative processes for the provision of support to district and campus staff and teachers.
- 16. Provide leadership to school staff that results in creating a welcoming school environment.
- 17. Model and promote effective problem-solving practices and conflict resolution which are customer service oriented and inclusive in nature.
- 18. Collaborate harmoniously with others to ensure alignment of the Community Schools program with the Strategic Blueprint.

Supervisory Responsibilities

AmeriCorps VISTA Volunteers

Equipment Used

Standard office equipment including personal computers and peripherals, cameras, video recording devices, and desktop publishing software

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Ability to thrive in constantly changing environments and flexibly in shifting projects or priorities to meet the needs of a dynamic transformation effort. Occasional prolonged and irregular hours, including weekends and evenings. Frequent District-wide travel.

Terms of Employment

226 days; hourly rate 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: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me 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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.