

JOB DESCRIPTION

Job Title	Assistant Director Family and Community Engagement	Job Title Code	126043EF
Reports to	Executive Director Family and Community Engagement	Wage/Hour Status	Exempt
Dept/School	Family and Community Engagement	Pay Grade	106
		Date Revised	February 11, 2025

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 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.

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 to close gaps and increase student academic achievement.
2. Model and train school leadership teams, families, and community organizations to conduct a needs assessment 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 support the Community Schools program.
5. Engage community organizations in partnerships that support 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 Title I sites.
7. Plan, design, organize, prepare, and deliver professional development to build the capacity of school and district personnel to support Community Schools programming at Title I campuses.
8. Monitor fidelity of implementation and program outcomes and develop analytical program reports as requested.
9. Provide leadership to school staff with strategies to create a welcoming school environment.
10. Provide excellent customer service while developing and maintaining professional relationships with the press, business representatives, community members, and District staff.
11. Maintain a professional level of confidentiality in the office regarding sensitive staff, parent and student matters.
12. Perform other duties as assigned by supervisor.

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School/Organizational Climate

13. Develop systems of communication which establish consistent, efficient, and collaborative processes for the provision of support to district and Title I campus staff and teachers to ensure student academic achievement.
14. Provide leadership to school staff that results in creating a welcoming school environment.
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 the Community Schools program with the Strategic Blueprint.

Supervisory Responsibilities

AmeriCorps VISTA Volunteers

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; 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: _____
Job Title: _____
Date: _____

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

Employee: _____
Date: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure the work performed by the individual listed above is compliant with respective Program requirements.

Supervisor Signature: _____ Date: _____



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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.