

FAMILY AND COMMUNITY ENGAGEMENT SUPERVISOR

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

The Family Engagement Supervisor is responsible for the research, development and implementation of family and community engagement initiatives within and on behalf of Fauquier County Schools. These initiatives will include direct family outreach, support for school-based family outreach, coordination of partnerships, and community advocacy; does related work as required.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop a strategic plan for family and community engagement initiatives that is reflective of individual school needs.
- Develop and maintain a strategy to ensure constant dialogue between schools, families and the community.
- Conduct ongoing needs analysis of schools, families and the community to increase equity and access.
- Collaborate with local preschools and daycares to deliver high-quality preschool services for at-risk children.
- Secure funding for sustainable engagement initiatives.
- Research, write and manage grants as necessary.
- Supervise volunteers and provide project supervision as needed.
- Monitor progress and evaluate effectiveness of engagement initiatives.
- Provide advocacy for families and children served by Title I programs
- Support schools in the development and implementation of Title I family engagement programs
- Represent Fauquier County Public Schools in the community, including speaking publicly for the organization when needed.
- Participate in community collaborations and initiatives on behalf of Fauquier County Public Schools.
- Develop and foster a wide array of partnerships with community agencies, local business and corporations to improve student outcomes.
- Facilitate professional development opportunities for families, preschools, day cares and child care providers as needed.
- Research braided and blending funding opportunities and facilitate the conversation with key stakeholders.
- Maintain and uphold school policies and procedures.
- Perform other related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess excellent organizational, verbal and communication skills along with a history of working collaboratively with schools, families and communities. Keen attention to detail and ability to manage projects with a high degree of accuracy and limited direction is required. Also required is an understanding of federal mandates and Virginia Department of Education regulations. Excellent written communication skills are necessary, along with the ability to present ideas succinctly.

EDUCATION AND EXPERIENCE:

A master's degree in education, policy/government, management or a related field is required. Three to five years of successful management experience in education, nonprofit or government is preferred. State and Federal grant writing experience and management preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 50 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.