



Job Description

Job Title:	Family and Community Partnerships Supervisor	Department:	Communications, Family and Community Partnerships
Schedule:	About 260 days per year / 12 months per year	Reports To:	Director of Communications, Family, Engagement & Strategic Partnerships
Classification:	Range E	Prepared By:	Job #162/DDSD HR
FLSA Status:	Exempt	Prepared Date:	2023
		Approved By:	HR
		Approved Date:	10/10/2024

SUMMARY

The Family and Community Partnership Supervisor serves as the primary link between the district, our schools' teams, and our multiple community partner agencies. The supervisor provides leadership and training for our families and serves as our key liaison between the district, families, and community partners. The supervisor serves as supervisor of classified District Bilingual Community Liaisons and Family Engagement Specialists while providing coordination and oversight of the district's program designed to strengthen family and community engagement and partnerships. This role includes supporting the Department Director to develop and deliver effective internal and external communication to ensure that all stakeholders and community are informed and connected to the district's overarching vision and mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

- Builds relationships and makes connections with district families and community partner agencies as an engagement liaison.
- Serves as liaison to all community partnership agencies.
- Supervises, evaluates, and disciplines District Bilingual Community Liaisons and Family Engagement Specialists
- Schedules meetings and convenes family and community partnership engagement for planning activities and action.
- Serves as a liaison between school/program and family engagement initiatives:
 - Provides assistance to schools on the fostering of a family friendly school climate.
 - Provides assistance with parent and family participation in school activities and student related events.
 - Provides assistance with parent and family advocacy in student/school related matters.
 - Provides assistance with and communicates District and school information to parents and families.
- Supports and provides assistance for family and community partnership engagement at all schools and departments, including SUN Program, Successful Families 2020 and other community-based organizations.
- Networks and collaborates with other District level administrators to coordinate engagement and partnership work.
- Plans and hosts District Community Forums.



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- Plans and implements cultural activities with District and/or school teams.
- Coordinates volunteer involvement as it relates to the school/programs.
- Coordinates family and community engagement activities (i.e., workshops, family university, college visitations, etc.) that promote functioning and lasting relationships within the school district and the David Douglas community.
- Works with community partners to identify appropriate resources and shares these resources across the district.
- Collaborate with the Director to write/craft clear and impactful communication messages for the community.
- Flexible Work Week Schedule to attend, participate and coordinate various afterschool, evening and weekend family and community events.
- Attends district parent teacher conferences, parent communication days and other school/district events (modified work week schedule as needed).
- Participates in assigned/appointed meetings and committees which may include evenings or weekends.
- Attends professional development activities offered, or as requested by supervisor.
- Tracks and reports on benchmark goals and activities of community partnerships.
- Maintains files and documents related to family and community partnerships and responds to inquiries.
- Coordinate and/or serve as an interpreter and translate documents as needed.
- Lead and guide activities and decisions with a racial and cultural equity mindset and lens.
- Performs public relations and clerical duties/secretarial as needed.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities, may train and support staff in coordination Business Office Administration.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of English usage, spelling, mathematics and basic understanding of subjects and conditions in which the specialist may be asked to communicate.
- Preferred but not required Bilingual Language Skills – proficiency in English and one of the District's top native languages (Spanish, Russian, Vietnamese, Chinese or Somali)
- Accurate use of a computer word processing program, as well as office machines and audio-visual equipment as needed.
- Knowledge of District and school policies, procedures, and operations.
- Ability to relate well to families and community partners and their requests for assistance.
- Ability to work proactively and positively with individuals and groups.
- Ability to speak appropriately and effectively in public.
- Ability to write clearly in English.
- Ability to work flextime as needed (evenings and weekend events)
- Ability to plan and organize materials and events.
- Ability to follow oral and written directions; to maintain the confidentiality of sensitive and confidential information.



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- Ability to work harmoniously with others and to communicate effectively (both verbally and in writing) with district personnel.
- Requires possession of a valid Oregon state driver's license.
- Must have reliable transportation to travel to and from all District/school facilities.

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

- Minimum two years of college experience or equivalent required.
- Certified Licensed Educator OR bachelor's degree in a related field preferred.
- Previous experience working with public schools preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

The position requires a valid driver's license and the ability to make frequent trips to all the District's schools, grounds, and facilities.

WORK ENVIRONMENT

This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable.

PHYSICAL DEMANDS

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed.

MENTAL DEMANDS

Positions at this level encounter new or unusual (20-40%) situations some, but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Interactions with others can include demanding or difficult people.



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PAY EQUITY SCOPE

Positions at this level are expected to perform with a high degree of independence for both regular work and special project work. Work is only reviewed on as needed basis. Work done which contains errors or omissions may not be identified internally. Guidance and direction are available upon request. Work requires extensive decision-making.

Decisions frequently have little precedent and require interaction with others to solve problems, formulate policies and programs and/or arrive jointly at decisions, which affect one or more work units. Full scope management is typically found at this level and above.

ADDITIONAL REQUIREMENTS

Post-job offer criminal background check will be required.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District to not discriminate on the grounds of race, color, religion, ethnicity, and use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.