

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager III, Community and Family Engagement Network (CFEN)	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Community and Family Engagement Network (CFEN) Office	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-26/Management Salary Schedule

(Former Classification: Community and Family Engagement Network Manager)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; plan, organize and oversee the Community and Family Engagement Network Center to provide timely delivery of high quality services to students, families, sites and the community; responsible for implementation of family and community involvement activities to build trust and create a culture of respect to support students to learn at grade level and beyond achieving their personal best; provide support to principals and staff at all schools levels in meeting identified instructional goals of the District in support of students staying in school on target to graduate.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize, manage and oversee the Community and Family Engagement Network Center to provide timely delivery of high quality services to students, families, sites and the community in support of students learning at grade level and beyond; responsible for implementing CFEN and District's goals and objectives. *E*

Develop and facilitate district-wide diversity training for administrators, teachers, and classified staff to build collaborative relationships with different communities and ensure understanding of cultural and economic differences; provide educational workshops and training to support staff and site staff to enable them to better engage families to support the district's goals. *E*

Collaborate with leaders, district departments, school sites, family groups, outside districts and agencies and other personnel to coordinate activities, resolve issues or concerns, exchange information and accomplish District and individual site's stated goals; work with family members from diverse cultures to personalize outreach and engagement and build trust by creating a culture of respect. *E*

Organize, develop and facilitate retreats, conferences, multicultural events, and recognition celebrations to promote positive public relations across the District; coordinate family and community activities to provide various learning options in support of students staying in school on target to graduate. *E*

Assist with coordinating policies and procedures designed to promote and maintain collaborative relationships and understanding between the school, districts, families and the community. *E*

Develop and distribute videos and other communication tools to inform district departments, schools, and the community about CFEN programs to provide students access to a variety of high quality learning options and activities to achieve their personal best. *E*

Work collaboratively and consult with the Campus Culture Coordinator, Facilitators, Liaisons and other site or department staff to establish and maintain access to family and community groups; assist in the

engagement of family members and the community in the development and academic achievement of student. *E*

Provide materials and other resources to schools to engage in the CFEN 6 focus areas for Community and Family Engagement: Learning at Home, Parenting, Communicating, Volunteering, Leadership and Decision Making, and Collaborating with the Community. *E*

Analyze the types and levels of services in assigned area; develop recommendations for the most effective organization structures, functions, staffing, and use of other resources to accomplish stated goals. *E*

Cultivate good school-community relations by keeping the community aware of and responsive to available programs; maintain programs, instruction, and budgets as necessary to provide for program reviews and evaluations; ensure alignment of community and family engagement programs with State and Federal programs as necessary. *E*

Collaborate and coordinate with Curriculum and Instruction, Fresno Adult School and other district curriculum and support services to develop activities and curriculum aligned to District Goals to continue or expand practices proven to increase student achievement; provide for proper articulation across grade levels and with other institutions. *E*

Provide technical expertise and serve as a resource regarding assigned functions; participate in the development of goals and objectives for assigned programs in support of educating students at a high level to achieve their personal best; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with in established guidelines. *E*

Collect, prepare and analyze data relative to program area; make timely recommendations for programmatic changes to provide students a variety of educational opportunities to learn at grade level and beyond. *E*

Prepare Board agenda items for review by management. *E*

Supervise and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Prepare, coordinate and lead meetings as appropriate. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and five years administrative/teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Teaching Credential and/or Administrative Services Credential; valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Working across multiple disciplines including culture of poverty and social class, conflict resolution and early intervention, addiction and codependency, and health and wellness.

Applicable laws, regulations, policies, procedures and codes.

Technical aspects of area of specialty.

Curriculum development and training.

Accurate budget preparation and control.

Grant writing.
Oral and written communications skills.
Interpersonal skills using tact, patience and courtesy.
Staff development presentation techniques.
Principles and practices of management.
Operation of a computer to enter data, maintain records and generate reports.
Labor Relations law and employee contracts.
Analytical and problem solving abilities.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize and coordinate curriculum and instructional support programs within assigned instructional area.
Communicate, understand and follow both oral and written directions effectively.
Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work to meet schedules and time lines.
Work independently with little direction and many interruptions.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Make presentations and deliver in-services in area of specialty.
Work collaboratively and build positive relationships with a diverse range of stakeholders.
Demonstrate loyalty and high ethical standards.
Learn new or updated computer systems and programs to apply to current work.
Provide direction and support to site leaders, District leaders, and staff in support of district goals and initiatives.
Design and implement a wide variety of professional learning opportunities
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office and site environment; drive a vehicle to conduct work; occasional contact with dissatisfied individuals; constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information and to make presentations; seeing, read and prepare documents and presentations; sitting or standing for extended periods of time; dexterity to operate a computer and other equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions