

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

MANAGER OF FAMILY AND COMMUNITY ENGAGEMENT

Required Qualifications:

- Associate's Degree from an accredited institution
- Minimum of three (3) years of experience in family and/or community engagement activities
- Knowledge of current principles and practices in community and family engagement activities
- Demonstrate proficiency in the use of technology

Desired Qualifications:

- Bachelor's Degree from an accredited institution
- Knowledge of Elementary and Secondary Education Act (1965) regulations and reauthorizations

Performance Responsibilities:

- Provide ongoing assistance to Title I schools in their family engagement activities
- Provide on-site support to Title I schools as determined through consultation with school leaders
- Create and implement family engagement programs at each Title I school that focus on increasing student achievement
- Provide resource ideas and materials to Title I schools for their family engagement activities
- Coordinate outreach activities for Title I programs and Community Centers
- Assist in the development of the parental engagement Title I budget for schools and district
- Ensure that the family and community engagement initiatives are aligned with the district's strategic plan
- Coordinate training programs for partners, volunteers, and community networks
- Recruit community members to become actively involved in the schools
- Prepare and gather appropriate data for activity and event evaluations
- Assist in the coordination of professional development activities for personnel in schools who work with families
- Assist in the preparation of, in coordination with school and district leaders, Title I Compacts and Annual Meetings
- Promote increased student achievement through family engagement activities
- Coordinate with the Florida Department of Education, East Coast Technical Assistance Center (ECTAC), Region IV, and federal programs staff to build capacity for family engagement
- Facilitate the coordination and implementation of Family and Community Engagement Advisory Council meetings
- Serve as a liaison to community and group organizations

- Participate in relevant district and regional trainings
- Assist with monitoring the Title I schools' assessment of effectiveness of their Parental Engagement Program
- Assume flexible work hours to facilitate staff training, parenting and tutoring programs, and enrichment activities
- Perform other duties as assigned by the Director of Federal Programs and/or designee

Reports to:

Reports directly to the Director of Federal Programs and/or designee

Evaluation:

Annual evaluation done by the Director of Federal Programs and/or designee

Terms of Employment:

- 12-month employment
- Grant funded

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category E

Job Code:

61022

Board Approved: 05/04/99,

Revised: 02/20/07, 01/20/09, 03/03/09, 06/10/14, 12/10/18, 08/13/19, 04/27/21, 07/20/21