



Senior Director of Family and Community Engagement (FACE)

BASIC FUNCTION

Under administrative direction, strategically design, plan, organize, and direct the operations of the District's family and community engagement (FACE); develop strategies that increase family involvement, strengthen community relations, and foster an inclusive, supportive educational environment to ensure all students graduate from Portland Public Schools (PPS); collaborate with school administrators, staff, families, and the community to promote student success and well-being; ensure family and community engagement programs and services are of high quality by developing continuous improvement monitoring to qualitatively and quantitatively measure and assess our programs and services. The Senior Director of Family and Community Engagement is a member of the Superintendent's cabinet.

REPRESENTATIVE DUTIES

This description does not describe all duties performed. This summary provides examples of typical tasks performed.

Family and Community Engagement Program

- Develop and implement comprehensive culturally responsive family and community engagement strategies to actively seek out and engage underrepresented and marginalized voices, aligned with district goals. "E"
- Facilitate the implementation and reporting of the strategic plan strategies assigned to FACE. "E"
- Partner closely with the Chief of Staff, Strategic Project Management Office, and Communications departments to ensure engagement programs and services align with the district's mission, values, and strategic plan. "E"
- Design, direct, and oversee various family engagement initiatives, including workshops, events, and resources to empower families to support student learning at home. Lead engagement activities for regular district processes such as annual budgeting, grant-required engagement, strategic initiatives, and more. "E"
- Lead efforts to ensure equitable access to school resources and opportunities for all families, especially underserved populations. "E"
- Maintain positive, responsive relationships with parents, advocates, and community members. "E"
- Provide guidance and training for school staff on best practices for engaging families and fostering positive relationships and how to integrate those strategies into the daily operations of schools. "E"
- Actively address barriers to family engagement, including language, cultural differences, and logistical concerns. "E"
- Advocate for policies that benefit families and communities, ensuring their voices are heard in educational decision-making. "E"
- Create opportunities for families to provide feedback and actively participate in shaping educational practices and policies. "E"

- Partner with academic and support services teams to ensure that family and community engagement aligns with district priorities. “E”
- Liaison and represent PPS to local, state, and national parent engagement organizations as assigned. “E”

Center for Black Student Excellence

- Plan, implement, and manage a district-wide plan for the Center for Black Student Excellence that aligns with the PPS vision, mission, theory of action, strategic plan, and RESJ Plan and Framework. “E”
- serve as a subject matter expert in the culture, history, assets, and educational issues of Black students, families, and communities in Portland. “E”
- Work with internal and external stakeholders to plan the implementation of the community-wide Center for Black Student Excellence, including the community engagement planning process, internal academic planning, and collaborate with the Office of School Modernization’s bond planning process to align with the community and academic components of the Center. “E”
- Coordinate with the RESJ Partnership Program to ensure culturally specific services align with the district-wide plan for the Center for Black Student Excellence. “E”

Department Leadership and Collaboration

- Supports and supervises the Community Engagement team, Center for Black Student Excellence, and Tribal Liaison in putting systems and structures in place to implement a district model for effective community engagement that is proactive and also provides parameters and expectations for the design and rollout of effective feedback models. “E”
- Develop and lead professional development opportunities for staff to enhance family and community engagement. “E”
- Develop, recommend, approve, and implement department budgets; manage budget allocations to ensure appropriate use of resources. “E”
- Demonstrate a commitment to the Portland Public Schools Racial Equity and Social Justice Commitment by developing a thorough knowledge and application of the district Racial Educational Equity Policy, the PPS RESJ Framework and Plan, and the PPS RESJ Partnerships Investment Strategy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational practices with awareness and understanding of their impact in a racially and culturally diverse community.
- Supervise the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions. “E”
- Is knowledgeable about PPS and Department of Education practices, policies, and regulations related to the engagement of families and students (including Title I, English Language Learners, special education, and dropout prevention) and serves as a resource to PPS departments, Office of School Performance leaders, school administrators, and external partners.
- Collaborate with various departments including Communications, Office of Schools, Civil Rights, Racial Equity and Social Justice, and Human Resources to lead and participate in the development of resolutions to

problems and issues raised in community engagement processes that are grounded in their expertise, apprise district leadership of stakeholder opinions and concerns leveraging data, and advise district leadership around pathways forward. “E”

- Perform related duties as assigned.

Monitoring, Reporting, and Evaluation

- Collect and analyze data to assess the effectiveness of family and community engagement initiatives. “E”
- Regularly monitor and assess the effectiveness and impact of engagement services and support to school district leadership and make recommendations for improvements. “E”
- Use data to identify trends, challenges, and opportunities for expanding engagement efforts. “E”
- Prepare a variety of presentations, reports, and other documents regarding FACE to district leadership and the Board of Education, district employees, parent groups and other stakeholders; attend School Board meetings and make presentations to the Board regarding FACE activities; serve on District committees, respond to media, and represent the District in meetings, hearings, workshops, conferences and professional activities as assigned. “E”

Note: See the Classification Specification which identifies essential duties required. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Senior Director of Family and Community Engagement provides leadership, direction, consultation and technical expertise to the Engagement division. Employees in this classification exercise administrative leadership and management over staff and services involved in the development, planning, implementation, administration and monitoring of a comprehensive family and community engagement program. Employees focus on and proactively develop and implement engagement systems and structures related to the District’s strategic goals.

KNOWLEDGE AND ABILITIES

The following knowledge and abilities are in addition to those outlined in the classification.

Knowledge of:

- Effective oral and written communication skills.
- K-12 education systems, student support services, and family engagement best practices.
- Project management principles, processes, systems, and techniques.
- Plan, organize, assign, coordinate, review, and evaluate the work of others.
- Prepare, administer, and monitor budgets and anticipate future budgetary needs; public agency budgeting, contracts, and bidding requirements.
- Techniques and principles of high-quality customer service.
- Principles and practices of effective leadership, management, and supervision.
- Effective written and verbal communication techniques.
- District organization, operations, policies, and objectives.

Ability to:

- Exhibit a deep commitment to diversity, equity, and inclusion.
- Demonstrate good character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, families, students, and community members.
- Use a solutions-oriented mindset with a passion for improving educational outcomes through family engagement.
- Think strategically while managing day-to-day responsibilities.
- Remain flexible and adaptable in a dynamic, fast-paced environment.
- Work collaboratively with diverse groups and stakeholders.
- Use a variety of technologies and software programs, such as Microsoft Office Suite, Google Suite, PeopleSoft, district payroll systems, and other software programs.
- Plan, organize, assign, coordinate, review, and evaluate all aspects of a large school district nutrition services program.
- Manage short and long-range plans and implement cost-effective engagement programs.
- Communicate effectively both orally and in writing; able to communicate complex ideas simply and succinctly. .
- Exercise sound, independent judgment, and initiative within established guidelines; maintain discretion regarding confidential matters.
- Establish and maintain effective working relationships with diverse families, workforce, and community.
- Compile and analyze data and report in user-friendly formats; prepare and present data in written and oral reports.
- Provide internal consultation services to district departments.
- Deliver a high level of customer service to district stakeholders.
- Advocate, model, learn, and implement Portland Public Schools Racial Equity Initiative, Equity in Public Purchasing and Contracting, and other board policies.
- Oversee preparation and monitoring of division budgets.
- Demonstrate knowledge and proficiency working with a variety of technologies and software.
- Successfully engage with the community.
- Plan, organize, assign, coordinate, review, and evaluate the work of professional, technical, consultant, and administrative support staff.
- Review and negotiate agreements and contracts.
- Interpret and apply applicable local, state, and Federal, standards, guidelines, regulations, and laws related to Pre-K – 12 public education engagement programs.

EDUCATION AND EXPERIENCE

Education: Bachelor's degree from an accredited college or university, with a major in Education, Social Work, Public Administration, Communications, or related field. A Master's degree in one of the identified fields is highly desirable.

Experience: Seven (7) or more years of experience leading family and community engagement activities for a large organization with at least three (3) years in a supervisory or management role is required. Experience in an urban school district is highly desirable. Demonstrated ability to deliver formal and informal training and management projects is preferred.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

Special Requirements:

Work hours will routinely include on- and off-campus evening and weekend activities, events, and meetings at district, school, and student functions.

May require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

WORKING CONDITIONS

The working conditions are outlined in the job classification for the position and are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Remote Work Eligibility: ad-hoc.

FLSA: Exempt
Classification: Senior Director
Job Code: 1464
Bargaining Unit: N/A - Senior Leadership
Salary Grade: SL100
Work Year(s): 260

Approval Date: January 27, 2025

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).

Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.