



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Family Engagement & Equity Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Family Engagement Office	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 54 Range: 69

BASIC FUNCTION:

Develop, implement, coordinate and evaluate systems designed to increase family engagement and assure educational equity to enhance student achievement; provide supplemental services to families and students in need of academic, behavioral and/or emotional support; increase involvement of parents District-wide; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Develop, implement, coordinate and evaluate systems designed to increase family engagement and assure educational equity to enhance student achievement; analyze student, staff, family, and community needs to establish systems that provide quality support and services to eliminate academic achievement gap
- Work collaboratively to coordinate parent, community, and agency organizations to support students and families; work collaboratively with various departments and agencies to develop a systematic response, support, and information system for families of students who would benefit from intervention
- Coordinate targeted support to families of focus students who need academic, behavioral and/or emotional support; coordinate systems to ensure the creation and maintenance of welcoming school environments for participating families
- Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established requirements
- Support non-English speaking families to obtain essential District services in the families’ primary languages; identify and respond to the cultural and linguistic needs of students and their families to improve their academic experience
- Develop accountability systems that address District-wide cultural competence; develop and coordinate the evaluation of the systems to monitor effectiveness and quality of services and use feedback from staff, families, and students to make necessary improvements
- Collaborate with the staff to integrate culturally-responsive pedagogy into trainings to transform instructional practices to meet the needs of focus students

- Provide training on educational and service-oriented strategies to staff, students, and families to support cultural and linguistic differences and to create environments where diversity is celebrated
- Conduct audits of culturally-responsive systems implementation and work with other managers to improve systems to support students, families, teachers, administrators, and other employees
- Coordinate direct support to individual schools to create supportive and affirming cultural climates which provide educational opportunities for all students to achieve their full potential in ways that are culturally-appropriate and personally-affirming
- Operate standard office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work
- Attend and participate in School Attendance Review Board (SARB), School Attendance Review Team (SART), equity team and other meetings as assigned
- Prepare and maintain records and reports related to assigned activities; analyze data; prepare agendas for meetings; prepare parent contact sheets

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal, state, local, and District laws, regulations, policies and practices related to assigned activities

Principles, strategies, and practices of adult learning theories, group-process facilitation, conflict resolution, and public outreach

Methods to interpret apply and explain rules, regulations, policies, and procedures

Data analysis and presentation techniques

Principles and practices of supervision and training

Public speaking techniques

Technical aspects of field of specialty

Operation of a computer and assigned software

Oral and written communication skills

Interpersonal skills including tact, patience and courtesy

ABILITY TO:

Coordinate activities with multiple and diverse stakeholders and facilitate productive partnerships and networks

Train and evaluate the performance of assigned staff

Develop, manage, and evaluate complex operations

Utilize data management systems to access a variety of records such as state/local assessments, discipline, and attendance as a basis for data-based decision-making

Analyze difficult and complex issues identifying logical solutions and appropriate course of action based on objective data

Organize and coordinate District-wide events

Work independently with little direction

Prioritize and complete multiple and competing tasks in a timely manner

Be a positive change agent and an effective leader with diverse groups across race, ethnicity, religion, gender, class, and sexuality

- Build positive and productive relationships with students, parents, staff, and community members
- Communicate effectively orally and in writing
- Prepare presentations and use expert facilitation skills
- Maintain confidentiality of sensitive information
- Understand, interpret, apply, and articulate regulations and policies related to assigned activities
- Operate a computer and assigned office equipment
- Meet schedules and time lines
- Plan and organize work
- Prepare detailed and concise records, files and reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in a related field and three years of experience with services/programs to increase family engagement, enhance student achievement, and develop cultural/linguistic support systems

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Incumbents in this classification may be required to speak, read and write in a designated second language

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Driving a vehicle to conduct
- Work evening or variable hours

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time