

DIRECTOR OF COMMUNITY AND PARENT INVOLVEMENT

Code No.: 940038

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in which the incumbent plans, coordinates and directly supervises the City School District's parent involvement, education and training programs. The work involves integration and coordination of a variety of activities and functions into a comprehensive district-wide parent and community involvement program. The Director works closely with community individuals and groups to support students and advance parent initiatives. The employee reports directly to and works under general supervision of an administrator. General supervision is exercised over a subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises major parent involvement programs such as Community Schools Council and Hispanic Community Services;

Maintains contact with all District schools to support existing parent programs and recommend new parent and community involvement opportunities;

Provides appropriate training that will enable parents to become proactive in responding to educational issues regarding their children;

Researches and identifies exemplary parent and community involvement models and shares information with appropriate district parents and personnel;

Provides professional development opportunities for district staff to increase their knowledge and skills regarding effective communication and interaction with a diverse parent population;

Coordinates advisory councils and parent groups as mandated by local board policy and the State and Federal Government;

Coordinates parent involvement initiatives associated with District policy studies and District and Department goals and program assessments;

Investigates and provides advocacy support and services regarding parent concerns and informs schools of issues that impact their schools;

Works closely with the District Parent Council to coordinate issues and concerns of parents;

Advises the District on community needs and reports to Superintendent;

Develops, submits and monitors the departmental budget;

Supervises and evaluates staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of school district policy and programs as they relate to community and parent involvement; thorough knowledge of the principles of group dynamics; thorough knowledge of the purpose of membership, and interaction of various advisory councils, parent groups and community organizations; good knowledge of legislation and guidelines controlling federally funded programs; working knowledge of curriculum development and teaching methodology; ability to deal effectively with a variety of ethnic communities; ability to prepare and monitor a budget; ability to organize and sustain groups; ability to write and articulate the goals and objectives of the District; ability to prepare and monitor proposals; ability to plan, coordinate and conduct workshops; supervisory ability; leadership ability; tact; judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Seven (7) years paid full-time or its part-time equivalent administrative experience in an education setting that involved parent programs or community services; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus three (3) years of experience as defined in (A) above; OR;
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: October 22, 1981
REVISED: March 25, 1982
REVISED: September 9, 1993
REVISED: October 4, 2007