

JOB DESCRIPTION
San Diego County Office of Education

Supervisor II, Family Involvement Services

Purpose Statement

The job of Supervisor II, Family Involvement Services, is done for the purpose/s of facilitating support services to Momentum Learning families; ensuring operation in compliance with county, state and/or federal requirements; providing information on services available to families and conveying information regarding school and/or district activities, procedures and referring families to other agencies; providing support to program staff and school administrators; collecting/analyzing data for the programs.

Essential Functions

- Coordinates in-services with staff personnel and community partnerships for the purpose of providing technical assistance for Momentum Learning parent involvement services and materials.
- Coordinates activities with a variety of outside services agencies, school sites, etc. for the purpose of providing referrals for Momentum Learning families and/or students.
- Designs and implements learning opportunities for parents and staff for the purpose of enhancing home-school communication and collaboration, including restorative practices and PBIS.
- Designs and leads parent involvement program materials and outreach services for the purpose of providing ongoing training in Restorative Practice including technical support/coaching to parents, guardians, community partners, program staff and administrators during implementation periods and ensuring compliance with Title I mandates and Momentum Learning Program standards.
- Facilitates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Maintains files and records for the purpose of ensuring accurate information is obtained.
- Oversees budget requests (e.g. PPL's work with Parent Engagement Activities/Meetings/Trainings, etc.) for the purpose of ensuring accurate information is in compliance with the program standards.
- Provides academic and literacy support (e.g. Momentum Learning parents and families, parent workshops, etc.) for the purpose of ensuring the program designs are beneficial to the student and family.
- Researches grant opportunities for the purpose of addressing program needs for Momentum Learning Families.
- Responds to all inquiries for the purpose of providing information on district support services and/or Momentum Learning Family Involvement Programs.
- Serves as a member on a variety of committees (e.g. School Site Council, District English Learners Advisory Committee, District Parent Advisory Council, Momentum Learning Leadership Team, etc.) for the purpose of assisting and/or presenting up-to-date information regarding Momentum Learning Family Involvement Programs.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: conducting meetings; facilitating meetings; performing standard bookkeeping; preparing and maintaining accurate records; using pertinent software applications; analyzing data; classifying data and/or information.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; codes/laws/rules/regulations/policies; knowledge of community resources; recordkeeping and record retention practices; stages of child development; concepts of grammar and punctuation; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; working as part of a team; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance
Drug Test
Proof of physical examination including TB
Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 34

Personnel Commission Approved: October 19, 2016