

CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS TITLE: FAMILY AND COMMUNITY ENGAGEMENT PROGRAM SUPERVISOR

BASIC FUNCTION:

Under the direction of the Manager, Grants and Community Engagement, plan, organize, coordinate and supervise the daily operations and activities of the family and community engagement office; provide differentiated technical assistance to schools and District staff on family and community engagement; plan, organize, supervise and conduct presentations, workshops,

oversee and participate in department activities such as outreach meetings, workshops, trainings and other district sponsored events.

Train, supervise and evaluate the performance of assigned personnel; participate in interviewing and selecting new employees; plan and coordinate work assignments, develop employee work schedules and review assignments to ensure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Plan, organize, supervise and conduct presentations, workshops, and professional development trainings for principals, teachers, and other district staff to strengthen their capacity for family engagement; provide differentiated technical assistance to schools and District staff on family and

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operate standard office equipment, including computer and assigned software.

ABILITY TO: