

# **JOB DESCRIPTION**

# **TRENTON BOARD OF EDUCATION**

## **PROGRAM MANAGERS**

### **Program Manager of Community & Family Outreach**

**JOB TITLE:** Program Manager of Community & Family Outreach

**REPORTS TO:** Parent Coordinator, Student Services, Family & Community Engagement

**SUPERVISES:** Parent Liaisons

#### **NATURE AND SCOPE OF JOB:**

Provide case management, crisis intervention, group work and supportive intervention strategies to parents of students that are at risk of high levels of chronic absenteeism. The Program Manager of Community & Family Outreach shall focus on working with community partners to lead the districts' Parent Connect Academy to further promote and support parent engagement, access to resources/services/system, student achievement, and improve schools' culture and climate.

#### **QUALIFICATIONS:**

The Program Manager of Community & Family Outreach shall:

1. Have a Bachelor's Degree from an accredited college or university (required).
2. Demonstrate knowledge of state and federal laws and regulations related to student services.
3. Demonstrate knowledge of major strands of educational research relating to improving student and parent engagement.
4. Demonstrate knowledge of the challenges and opportunities in urban schools and issues facing students and families from low-income households.
5. Demonstrate knowledge of Adverse Childhood Experiences
6. Demonstrate a deep sense of commitment for working with Trenton's children.
7. Hold and maintain a valid driver's license with no serious violations.
8. Demonstrate excellent organization skills.
9. Demonstrate ability to work independently.
10. Have excellent integrity and demonstrate good moral character and initiative.
11. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with staff and administration.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

#### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Program Manager of Community & Family Outreach shall:

1. Perform intakes, interviews, and assessments of parents' needs, and perform follow-up case management with households for available supportive programs beyond emergency assistance
2. Network with partnering agencies to collaborate on cases with multiple dimensions of need
3. Provide intervention strategies that will assist parents' social and emotional needs

4. Conduct home visits to follow up with supportive services.
5. Maintain accurate, confidential, and updated case records
6. Provide referrals to mental health and other service agencies for families
7. Attend and participate in regular staff meetings, trainings, and individual supervision meetings as required.
8. Run parent support groups to strengthen relationships and address supportive services that are available to parents and students
9. Launch the Parent Connect training Academy to address: Technology, Parent Portal, Bullying, Harassment, Social Emotional Support, PTO leadership training, ect.
10. Expand existing, and establish new community partnerships with stakeholders to provide additional support for parents and students
11. Assist with the creation of systems and guides for parents/community to provide access to programs, timely communication updates, staff support, and to increase marketing between parents and the community to close gaps in services and encourage parents/community to be more fully involved in the students' educational experience
12. Manage the completion of the annual community needs assessment.
13. Prepare monthly community assessment reports to highlight new service program offerings for parents and students.
14. Expand school and community outreach for educational resources within the community
15. Assist with acquiring community donations that will benefit students and families of Trenton Public Schools.
16. Assist with special events planning, seasonal assistance, and implementation (Holiday meals, clothing/food drive, school supplies, ect.)
17. Develop and support Parent Liaisons to turn-key school base Parent Connect Academies.
18. Support school-based events and activities connected to family engagement.
19. Serve as the point of contact for community and faith-based organizations wishing to partner with the Trenton Public Schools.
20. Assist with the management of the database of community partnerships.
21. Ensure that existing community partnerships are maximized, and new services are connected with schools based on priorities and need.
22. Perform other duties as assigned by the Parent Coordinator.

#### **EMPLOYMENT TERMS:**

The Program Manager of Community & Family Outreach shall be employed under the following terms:

1. Work year of twelve months.
2. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

#### **EVALUATION:**

The Program Manager of Community & Family Outreach shall be evaluated in accordance with Board of Education Policy.

*Board Approval Date – May 24, 2021*

**PROGRAM MANAGERS**