

0991 Manager I – Family & Community Engagement (Permanent Exempt)

Who We Are

The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, every year serving more than 57,000 students who speak more than 44 documented languages and attend one of our 131 schools across the city of San Francisco. We aim to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence, and physical and mental health so that each student can achieve his or her maximum potential. Every day in our quest to achieve this mission we place access and equity, student achievement and accountability at the forefront of every child's education.

What It Means to Work Here

When you join our team at SFUSD you can expect to be part of an inclusive, innovative and equity-focused organization that approaches public education as a social justice movement that requires broad collaboration across an array of strategic partners. As a CORE district, SFUSD is also a leader in critical systems change for more comprehensive school accountability and innovations that help strengthen the instructional core, which is the foundation of our strategic plan, Impact Learning. Impact Lives. and Vision 2025.

Who We Want

We want talented people from diverse backgrounds and experiences, who are inspired by our mission steeped in equity, and who are motivated to unleash our children's potential. We want people who are strong collaborators, skilled communicators, problem solvers and who are comfortable in a community of continuous learning. SFUSD's Office of Family and Community Engagement of Student, Family, Community Support Division works to strengthen the District's systems and programs to support authentic engagement our students' families, and effective partnerships with community organizations and agencies serving our schools. This position will provide leadership and project-management the Office of Family and Community Engagement to ensure that our office's programs and services are effective and meet the needs of SFUSD staff, families and community partners.

Duties for this position include:

1. Design, lead and support the development of the Family Academy Program including convening stakeholder conversations with students, families, community partners and SFUSD stakeholders.
2. Provide overall coordination and management for the implementation of the SFUSD Family Academy including developing and providing professional development and technical assistances to groups and individuals both within and outside the District who may be providing services/resources through the SFUSD Family Academy.
3. Develop protocols and tools for engaging families and act as liaison for family engagement initiatives on behalf of the District.
4. Engage and facilitate partnerships to support family engagement in SFUSD schools
5. Organize meetings, professional development and training session to promote and strengthen the District's family engagement efforts
6. Support District initiatives to enhance the integration of SFUSD family engagement practices.
7. Assist with the overall management and operation of the District's Office of Family and Community Engagement
8. Other related duties and responsibilities as assigned.

Knowledge, Skills and Abilities:

- Must have excellent verbal and written communication skills.
- Independently perform research, analysis, and other assignments.

- Must be able to manage multiple projects and competing priorities simultaneously.
- Prioritize responsibilities and meet established timelines and deadlines.
- Establish and maintain effective working relationship with District staff, community based organizations, and families.
- Must project a friendly, welcoming, professional, and collaborative personality.
- Experience in a large, urban school district is highly desirable.
- Knowledge of principals and practices of organizational management, personnel administration, budget preparation & management, and expenditure control
- Knowledge of best practices in administrative and managerial practices in order to plan, coordinate, and direct work of subordinates, consultants/contractors
- Familiarity with SFUSD Family Engagement Standards, Strategic Plan, and Vision 2020
- Written and verbal fluency in Spanish or Cantonese is highly desirable.

Minimum Qualifications

- Possession of a baccalaureate degree from an accredited college or university.
- Minimum of three (3) years experience in the field of Family & Community Engagement work and one (1) year supervisory experience or lead capacity

Desirable Qualifications

- Established record of accomplishment in the field of family and community engagement
- Extensive experience in a management position within a school district and/or community based organization
- Grant writing and reporting skills
- Proficiency in MS Office Suite and data analysis software; knowledge of evaluation theory and methodologies, strong technical, grammatical, and analytical skills
- Ability to prioritize time sensitive assignments based on complexity and deadlines
- Experience with fiscal planning and accountability
- Strong verbal and written communication skills with the ability to effectively convey information to individuals at various organizational levels.
- Strategic planning and management skills, including budget planning and monitoring
- Cultural awareness and competencies
- Facilitation and presentation skills

The state desirable qualifications may be used to identify job finalist at the end of the selection process when candidates are referred for hiring.

What We Offer

SFUSD offers a salary of \$75,924 —\$101,232/annually, commensurate with experience in a similar position. We offer a comprehensive benefits plan including dental and vision plans, a defined benefit pension plan, disability, life insurance, flexible spending account options and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.