

# Director II, Family Engagement

## Position Details

Job Code: U7101

Reference Code: A625

Division/Unit: Engagement

Classification: Professional-Technical and/or Licensed Administrator

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions as the director of the Family Engagement department and serves as a responsible administrator in the Engagement Unit. This position is responsible for creating and directing the implementation of comprehensive, K-12 family engagement initiatives and plans. This position manages family engagement initiatives that effectively and efficiently support schools in creating family friendly environments and delivering programs that increase student achievement. The person selected for this position will be directly responsible to the Director III, Engagement Unit.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Directs the development, implementation, and monitoring of a system-wide family engagement plan that aligns with the Clark County School District (CCSD) strategic plan, Superintendent Goals, and CCSD and school improvement plans.
2. Develops, promotes, and works with subordinate staff to conduct principal and teacher training programs on effective strategies for family engagement.
3. Directs the implementation of research-supported models and strategies for engaging families in student academics, school activities, and CCSD initiatives;

- works with other CCSD leaders to ensure implementation of plans and monitoring of data to ensure effectiveness.
4. Develops and directs a comprehensive plan to provide a series of classes for parents/guardians and families that build their capacity to be actively engaged in their children's education; develops a marketing and implementation plan to promote participation; monitors data and directs adjustments to the plan as needed to improve its effectiveness.
  5. Works collaboratively with the Public Education Foundation (PEF) to maximize and measure the effectiveness of community and family partnerships directly supporting student success.
  6. Oversees the collection of data and assesses student, family, school, and community needs, assets, and resources for student success; provides data for reports used to monitor parent/guardian engagement and evaluates the performance indicators related to the Community Work Stream.
  7. Evaluates selected strategies and makes mid-course corrections to the family engagement plan to support continuous improvement.
  8. Directs and oversees the creation of a repository for parent/guardian resources, including print, digital, and communication networks, to ensure parents/guardians have access to information related to student academics, school requirements, CCSD initiatives, and other forms of engagement.
  9. Represents the CCSD by serving on community governing boards and by participating in outreach efforts and events, as assigned; leads the organization and facilitation of community groups to provide input and support to CCSD parent/guardian and community engagement efforts.
  10. Manages and directs all parent/guardian involvement plans and strategies; assists all schools with those plans; directs and oversees districtwide data collection; and maintains accurate documentation for programs.
  11. Manages all aspects of financial accountability for family engagement programs, including administration of related districtwide grants and budgets.
  12. Supervises and evaluates assigned staff and assists with division management functions, as assigned by the Director III.
  13. Develops and implements a program targeting the workforce of Clark County's largest employers to provide on-site training for Infinite Campus and other initiatives that will help parents/guardians monitor and participate in the success of their students.
  14. In a culturally responsive manner, collaborates with multiple CCSD departments, divisions, units, schools, and regions to provide leadership and supervision of family and community engagement strategies that meet the needs of diverse communities and constituents.

15. Provides regions and schools with data on parent/guardian participation in training programs, principal and teacher participation in professional learning, and customer service feedback to improve family engagement and school climate.
  16. Develops department reports and publications.
  17. Works closely with the Communications Department and various media organizations to promote and market community and parent/guardian awareness of academic programs, initiatives, and opportunities for students and parents/guardians in support of the CCSD's strategic plan, goals, and objectives.
  18. Facilitates and conducts regular meetings with internal staff, other CCSD administrators, community leaders, and parent/guardian organizations.
  19. Directs and implements other assigned division and districtwide projects; develops, recommends, interprets, and evaluates policies, legislation, regulations, procedures, and standards, as required.
  20. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of best practices in family engagement and parent/guardian involvement.
2. Knowledge of federal, state, and local mandates related to family engagement.
3. Knowledge of Microsoft Excel, Word, and PowerPoint; effective computer skills, including proficiency in word-processing and database software.
4. Ability to work cooperatively and effectively with colleagues, parents/guardians, school and administrative personnel, and representatives of the community, state and federal organizations or agencies.
5. Excellent communication skills, including the ability to communicate effectively with parents/guardians and CCSD staff.
6. Excellent written and verbal communication skills.
7. Understanding and sensitivity to the needs of cultural and ethnic groups and individuals with disabilities.
8. Demonstration of mental and physical stamina commensurate with the responsibility of the position.
9. Demonstration of high-level of self-confidence, initiative, self-direction, and problem-solving skills.
10. Must be customer-oriented, organized, and a self-starter.
11. Strong organizational, planning, and time management skills, including the ability to take initiative, prioritize work, handle multiple tasks simultaneously, set goals, meet deadlines, and maintain accurate and detailed records.

12. Strong analytical, reasoning, and problem-solving skills.
  13. Ability to speak in front of large and small groups.
  14. Ability to work independently, with little direct supervision as well as work as part of a team and deal with difficult individuals while maintaining composure.
  15. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
  16. Ability to work cooperatively with administrators, licensed personnel, and support professionals in schools and divisions/departments in the CCSD and with representatives of community organizations or agencies.
  17. Ability to recognize and report hazards and to apply safe work methods.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university; or,  
An earned bachelor's degree from an accredited college or university, plus three (3) years of additional experience beyond the minimum requirement below can be substituted for the masters' degree requirement; or,  
Currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

1. A valid driver's license or state-issued identification card.
2. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.

### **Experience**

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or,  
Have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. A minimum of two (2) years' experience as a contracted administrator in an accredited K-12 public or private school; or,  
A minimum of two (2) years contracted administrative experience in a related position.

3. Three (3) years' experience working with families and/or community groups or building family-school partnerships.
4. Three (3) years' experience working with families and/or community groups or building family-school partnerships.
5. Experience and expertise in staff development, data-driven decision-making, data analysis, research design, program evaluation, and curriculum review.
6. Experience working with community groups and/or governing boards.
7. Excellent public relations skills and experience working cooperatively with representatives of the community.
8. Demonstrated experience in administering academic and customer service programs in conformity with board strategies, policies, budget constraints, and established personnel practices.

**-OR-**

1. Satisfactory service in a corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Two (2) years of experience as a contracted administrator in a related position.
3. Three (3) years' experience working with families and/or community groups or building family-school partnerships.
4. Three (3) years' experience working with families and/or community groups or building family-school partnerships.
5. Experience and expertise in staff development, data-driven decision-making, data analysis, research design, program evaluation, and curriculum review.
6. Experience working with community groups and/or governing boards.
7. Excellent public relations skills and experience working cooperatively with representatives of the community.
8. Demonstrated experience in administering academic and customer service programs in conformity with board strategies, policies, budget constraints, and established personnel practices.

## **Preferred Qualifications**

1. Experience in writing, implementing, and adjusting program plans, policies, and procedures.
2. Basic knowledge and understanding of federal and state education-related laws and regulations, along with CCSD policies, regulations, and negotiated agreements.
3. Knowledge and/or experience in staffing.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 12/03/24
- Created: 07/25/14