

## **Job Description:** Director of Family Engagement and Resiliency

**Reports to:** Assistant Superintendents' Office

**FSLA Status:** Exempt

### **Job Goal/Primary Purpose:**

The purpose of this position is to Direct a newly constituted Welcome Center in support of newcomers, those experiencing housing instability, and students affected by trauma in the Biddeford, Dayton and Saco School communities. The Director will coordinate with departments including multilingual teachers, resiliency coordinators and guidance staff, and serve as the districts' state registered homeless liaison. The Director is an ambitious professional who seeks a career in educational leadership and potentially "deepens the bench" for the school departments served by the Welcome Center.

### **Minimum Qualifications:**

#### **Including Training, Education, & Experience:**

- ✓ Bachelor's degree required, Master's degree preferred. Professional or personal experience navigating cultural differences is a plus. An experienced school administrator or lay leader is preferred. This program director position is administrative akin to a building principal.
- ✓ Valid Criminal History Records Check
- ✓ Preference will be given to applicants with experience working with vulnerable youth and families, particularly those who struggle with consistent housing and who endeavor to navigate enrollment in schools and integrate into communities.
- ✓ A successful candidate is able to work independently when required, but is a skillful collaborator who can straddle academic departments, city departments, community partners, and other stakeholders.
- ✓ Experience with grant writing is preferred, but not required.
- ✓ Proficiency in at least one language in addition to English is preferred.

### **Essential Functions (Skills, Knowledge, & Abilities):**

#### **1. Planning and Preparation**

- *Provides planning and preparation for newcomer students in educational settings.*
- *Serve as an in-school resource for newcomer students and their teachers.*
- *Plans for new programming, and helps integrate existing programs.*
- *Contributes to the districts' strategic planning*
- *Helps develop a self-sustaining budget that relies (in part) on grant and private foundation funding to grow and thrive.*

## **2. Management**

- *Communicates high expectations while removing barriers for students to access learning and supporting growth in social and emotional skills.*
- *Builds strong relationships with students and families in order to strengthen the learning experience for newcomers.*
- *Creates a climate of respect and engagement for students and families.*
- *Supervises staff who serve the Welcome Center full- or part-time*
- *Manages relationships with subcontractors, community partners, the Department of Education, and other stakeholders*

## **3. Delivery of Information**

- *Provide direct support to newcomer students and families in an effort to improve communication and school engagement, and remove potential barriers to educational success.*
- *Hooks students through learning opportunities that help bridge the gap between current understanding and grade level expectations.*
- *Utilizes a wide variety of strategies, materials, technology, and applications to accelerate student learning.*
- *Works with the districts' communication staff to ensure that target families are served, and that the community at-large recognizes the value proposition of the Welcome Center*

## **4. Monitoring and Assessment**

- *Ensure accurate and complete documentation, paperwork, and data entry is maintained at all times.*
- *Effectively use technology to maximize efficiency and quality of work during the planning, implementation, and completion of projects and tasks.*
- *Maintains student records and files in a confidential manner.*
- *Communicates anticipated needs, trends, operational efficiencies (and deficits) with Senior Leadership.*

## **5. Family and Community Outreach**

- *Advocate for equitable access to services for newcomers.*
- *Connects homeless families with general assistance programs, housing coalitions, employment opportunities, and free or reduced cost legal, medical, and dental services.*
- *Engage in home and community visits, provide translation for families and students, as needed, to support service meetings, and proactively facilitate other activities that bridge the home and school connection between families and schools.*
- *Works collaboratively and builds strong communication with school and agency counselors, teachers, administrators, parents and related service providers in the overall educational plan for newcomer students.*

## **6. Professional Responsibilities**

- *Build and maintain positive relationships with community agencies, social service organizations, and schools that serve newcomers.*
- *Refer newcomers to appropriate staff and existing community resources, information and social services based on immediate needs.*
- *Assist newcomers with meetings, phone calls, and documents associated with the School Departments.*
- *Ensure accurate and complete documentation, paperwork, and data entry is maintained at all times.*
- *Provides data, reports, program updates to Senior Leadership and districts' Boards, as needed.*

### **Application:**

Interested candidates should visit [biddefordschools.me/hiring](http://biddefordschools.me/hiring) for a full position description and the online application process.

All applicants must submit an application and cover letter. The cover letter should outline the ways in which the candidate's skills and experience align with specific needs outlined in the job description.

### **Compensation:**

Commensurate with experience and credentialing.