



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 4/7/2024

Supervisor, Family and Community Engagement

Pay Scale: B

Level: 21

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of Teaching and Learning (DTL) is charged with the development and implementation of high-quality education to improve student learning. DTL provides leadership, support, direction, and resources in the areas of curriculum, instruction, and assessment to create a climate of success for all learners. The Department includes the following teams: Teaching and Learning; English Learner & Preschool Programs; and Professional Learning.

Job Overview

The Family and Community Engagement Supervisor, in support of and collaboration with the Director of English Learners (EL) program is responsible for the oversight, coordination, and implementation of parent, family and community engagement programs and projects focused to support EL students, PreK-12. Additionally, this position supports the identification of EL Program parent, family, and community-oriented goals that create welcoming, inviting cultures, and connect family engagement to student learning. The Family and Community Engagement Supervisor is responsible for selecting, training, and retaining bilingual FACE Facilitators and Immigrant Youth (IY) Instructors to develop and implement equitable and culturally responsible family engagement initiatives across the division.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Stays current on research-based trends and practices in supporting English learner parents, families, and communities; and identifies, creates and/or implements professional development specific to supporting strong family-school relationships
- Identifies, oversees, develops, implements, and evaluates the effectiveness of a variety of parent, family and community engagement programs and projects related to the Loudoun County Public Schools English Learner community
- Supervises, assigns responsibilities, and evaluates FACE Office staff, including FACE facilitators and Immigrant Youth (IY) Instructors. Participates in the selection of FACE Office staff. Fosters professional growth and building of staff morale
- Coordinates with Director of EL, EL Welcome Center Supervisor, Office of Outreach Program Supervisor, and the School Improvement Supervisor, in establishing short and long-term parent, family, and community-oriented goals that bridge families' cultures and schools. Encourages EL parent and family engagement in the education process and supports student achievement. Ensures access to resources in addition to meaningful and effective communication and support of English Learner families
- Plans, coordinates, and presents group and individual in-service activities for instructional personnel
- Provides family engagement support to district leaders, school leaders, and teachers on a regular basis to encourage the use of culturally responsive strategies that will improve EL family participation

- Oversees the implementation of the Parents as Educational Partners (PEP), a curriculum-based program to support students and families enrolled in LCPS, identified as Immigrant Youth and/or English learners
- Develops, coordinates, revises, and edits the PEP curriculum to be aligned with the LCPS Strategic Plan of Excellence
- Assists in the preparation of various grant proposals and annual budget allocations for Title III, IV, and other funds other funding sources to support programming
- In collaboration with the Director of EL and Research, Assessments, and Accountability (RASI) Office, conducts Needs Assessments of the existing family and community engagement efforts on a regular basis to inform program improvements

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Master's Degree

Experience

Three (3) years of progressive overall education experience in teaching, supervision, administration

Experience in teaching and leading programs in English as a Second Language and/or Foreign Languages

Experience in working with diverse populations to include students and families in need of English Language services and/or identified as Immigrant Youth

Licenses and Certifications

Postgraduate Professional License with an endorsement in English as a Second Language or a Foreign Language

Knowledge, Skills and Abilities

- Experience in working with diverse populations to include students and families in need of English Language services and/or identified as Immigrant Youth
- Demonstrated knowledge of researched-based practices related to working with English learner parents, families, and communities
- Ability to establish strong relationships with individuals from diverse linguistic, ethnic, and socioeconomic backgrounds
- Demonstrated ability to communicate effectively, both orally and in writing

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing, or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.