JOB TITLE: DIRECTOR, PARENT & FAMILY ENGAGEMENT

Position Closes September 12, 2021

The California Association for Bilingual Education (CABE) is a non-profit organization dedicated to promoting biliteracy and educational equity for all students in California, with a focus on English Learners, in school settings. CABE works with organizations and partners statewide advocating for academic success and equity for students and their families with diverse cultural, racial, and linguistic backgrounds.

POSITION DESCRIPTION

The Director of Parent and Family Engagement will promote and support CABE's vision of Biliteracy, Multicultural Competency, and Educational Equity for All. This full-time position will advance the educational foundation and outreach of the CABE Parent and Family Engagement Team through the coordination of a vibrant team that offers parent and family leadership development, professional learning, coaching, grant administration, translation/interpretation services, contribution to policy development, immigrant rights resources, and support to parents and families, and their communities, in school districts, sites, and organizations throughout California and other strategic locations. The Director of Parent and Family Engagement will serve on the organization's Coordinating Council and will report directly to the Deputy Director.

ESSENTIAL JOB DUTIES

CABE Vision

- Actively support CABE's vision of Biliteracy, Multicultural Competency and Educational Equity for All.
- Advance the CABE vision, strategic plan, the CDE English Learner Roadmap Policy and other priorities.

Key Characteristics

- Expertise in coordinating parent and family leadership programs.
- Knowledge in the development, oversight, and delivery of programs and services to serve parents and families in schools, districts, and the community at large with a focus on equity and valuing of rich linguistic and cultural backgrounds.
- Leadership in managing and supporting a team of 10-15 individuals, creating a sense of unity and collaboration, and supervising, guiding, and coaching staff.
- Experience in identifying, designing, disseminating, implementing, and evaluating promising and best practices for successfully engaging parent and families of diverse linguistic and cultural backgrounds to ultimately impact student achievement and growth.
- Experience in developing and updating parent and family leadership curriculum aligned to California education policy and practices.
- Experience in providing presentations and workshops to parents and families of

English Learners/Biliteracy students, educators, and administrators.
- Experience in providing positive, collaborative, solution-based, and creative management and problem solving.
- Experience in managing contracts, time sheets, and other supervisory processes.
- Ability to serve as a liaison with coalitions, local agencies, state and national partners, and the California Department of Education in support of parent and family involvement and community engagement.
- Familiarity in planning for, supporting and contributing to parent conferences and special programs and workshops.
- Management of federal, state and private grants inclusive of writing and submission of grant applications, completing regular reports, oversight of project records and databases, following budgetary guidelines, and contributing to research and evaluation of the grant.
- Coordination of research and evaluation efforts by establishing schedules and routines for team meetings, site visitations, data collection, management, and completion of reports.
- Strength in verbal and written communication—bilingual preferred.
- Experience in establishing schedules and routines for meetings, site visits, data collection management, and completion of reports.
- Recruitment of part time team members and consultants to provide services.
- Ability to provide leadership in the management and promotion of the CABE Strategic Plan.
- Oversight of program budget.
- Perform other duties as assigned.

JOB REQUIREMENTS

- Experience in working in an educational setting as administrator, supervisor, or professional developer.
- Skill in working with educational organizations and/or non-profit organizations, partnering with educational leaders, communicating with multilingual/multicultural community members, using up to date technology tools, and implementing a business plan.
- Knowledge/Awareness of another language, the California public school system, business growth models, adult learning theory and the community learning theory.
- Ability to work independently and interdependently, collaboratively with a richly diverse team of individuals and partners, communicate effectively verbally and in written form, exercise sound judgment, interpret and communicate policies and procedure, model norms of behavior that reflect high expectations, travel to various schools, districts, and conference/event locations, work some weekends and extended hours.
- Physical abilities include standing and sitting for extended periods, talking/hearing, near and far visual acuity, pushing/pulling, lifting reaching, carrying, field of vision, fine manual dexterity.

INTERPERSONAL SKILLS

- Continue to develop and strengthen CABE's professional profile and customer

service.
- Exemplify qualities that represent CABE's values of equity, servant leadership, respect, cultural and linguistic human rights, and integrity.
- Approach work with a positive, collaborative, solution-based, and creative approach.
- Exercise sound judgment, interpret and communicate policies and procedures, model norms of behavior that reflect CABE's high expectations for its team members.

QUALIFICATIONS

- Meet job requirements as listed above.
- Possess a Master's Degree, equivalent, or higher.
- Bilingual Preferred (English and other language)
- Ability to regularly travel long distances and stay overnight within the US and internationally.
- Possess a valid California Driver's License and obtain a US passport (or other required documents for international travel) within two months of hire date.
- Physical abilities include standing and sitting for extended periods, talking/hearing, near and far visual acuity, pushing/pulling, lifting, reaching, carrying, field of vision, and fine manual dexterity.
- Ability to work independently and interdependently, work collaboratively with a variety of individuals and groups, communicate effectively verbally and in written form.

COMPENSATION

- Salary: $110,000 annual (salary commensurate with experience)
- Full time (exempt)
- Medical, dental, vision, life insurance and 403 (b) retirement plan
- Mileage and travel reimbursement as per CABE's "Travel and Business Expense Guidelines"
- Cell phone allowance

TO APPLY

• Complete the CABE Job Application: https://fs3.formsite.com/cabeforms/form155/index.html
• Applications must include a Resume/Curriculum Vitae, Letter of Introduction and three letters of reference within the last two years.

DEADLINE TO APPLY: Monday, September 12, 2021