



EXECUTIVE DIRECTOR, FAMILY ENGAGEMENT INSTITUTE

DEPARTMENT: Student Services

COLLEGE: Foothill

SALARY GRADE: [A2/A3 - J](#)

POSITION PURPOSE:

Reporting to the Vice President of Student Services, the Executive Director will have overall strategic and operational responsibility for Family Engagement Institute (FEI) staff, programs, expansion and execution of its mission. The Executive Director will develop program philosophy, goals, policies, strategic plan, core programs and operations of FEI. The Executive Director will work with the FEI leadership team in executing the strategic plan and will be responsible for the overall success of FEI.

NATURE and SCOPE:

The Executive Director for the Family Engagement Institute is responsible for overseeing the Director, Stretch to Kindergarten and Early Learning Programs, the Assistant Director for the Family Engagement Institute, summer kindergarten teachers, adjunct faculty, and graduate assistants, interns, mentors and volunteers.

This position is also responsible for developing and managing the operational decisions regarding services.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

Leadership and Management

1. Lead in the development, articulation and implementation of FEI's integrated model of family engagement that includes a pedagogical and curricula framework and builds upon the capacity of families, schools and communities to create, promote and implement effective family engagement policies and strategies.
2. Create, implement and review FEI's strategic plan which includes FEI mission, goals, milestones and measurable outcomes and the continuous improvement of FEI's organizational effectiveness.
3. Create toolkit designed to promote replication of FEI Model in alignment with FEI's strategic growth plan.
4. Provide leadership in ongoing programmatic excellence, program evaluation and consistent quality.
5. Identify and ensure the integration of best practices and current research in program implementation.
6. Identify, develop and work with partner organizations who share the FEI vision and support the FEI model to ensure alignment of goals and program implementation.
7. Serve as family engagement expert to partner organizations to recommend program development and improvements.
8. Identify, develop, and work with community organizations, agencies and leaders to expand opportunities and services.
9. Create staffing, training, development, coaching and mentoring plan to ensure retention and alignment with FEI's mission and programmatic goals.
10. Recruit and support FEI's adjunct faculty.

11. Identify and work with FEI consultants.
12. Work with Foothill College to identify additional funding sources by pursuing grants, foundations, individual donors, and pay for service models.
13. Oversee the preparation of the annual operating budget to ensure sound fiscal management.
14. Develop, maintain and support a strong advisory board to include the Foothill-De Anza Community.
15. College District, Heising-Simons Foundation, and other expertise advisors that share in FEI's mission.
16. Maintain open lines of communication with families, staff, partners, organizations and other stakeholders.
17. Represent FEI in the community and promote the existence and development of FEI through presentations, conferences and publications.

Program and Curriculum Development

1. Create and oversee the design of culturally and linguistically responsive parenting, family and educator workshops that support FEI's pedagogical framework and developmental continuum, birth – adulthood.
2. Oversee curriculum development concentrated in seven content areas: Stretch To Kindergarten; Family Literacy; Healthy Families; Parenting; Fatherhood and Male Involvement; Family Learning Labs; Pathways To College.
3. Design and oversee professional development and vocational certificate programs that promote family engagement and create systems for technical assistance that support program expansion.
4. Oversee California Community College state system of curriculum development and approval process.
5. Develop and oversee a "Train-the-Trainer" model to expand FEI delivery of services.
6. Develop materials that ensure healthy and sustainable FEI growth including website and print collateral.

Planning and Operations

1. Develop and implement a partner organization "service" toolkit that includes Memorandums of Understanding, operating agreements, scope of work, assessments and other related materials to ensure that goals and strategies are fully implemented.
2. Prepare reports for the FEI Advisory Board, Foothill College, Heising-Simons Foundation, and other partners documenting progress toward objectives and milestones.
3. Implement an evaluation process for tracking participating families to determine long-term efficacy of programs on school success.
4. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Family services, community agencies, and federal and state funding sources.
2. Special needs and understanding of perceived barriers for families of low socioeconomic status.
3. Quality principles of teamwork and collaboration.
4. Principles and practices of higher education organizations and structures.

5. Principles of leadership, management, and supervision.
6. Concepts and principles of student learning.
7. Re-engineer, re-organize, and/or collaboratively maximize efficiency and service to students.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Visionary entrepreneurial ability and experience in creating, developing and expanding educational programs.
3. Execute on the vision and to bring innovative ideas to the program.
4. Strong track record and leadership experience in the nonprofit and/or public sectors.
5. Excellent leadership skills and commitment to professionalism.
6. Exceptional facilitation, public speaking and written communication skills.
7. Excellent management skills with attention to detail.
8. Prioritize issues and activities, and to manage timelines.
9. Experience in fundraising including relationship development and management.
10. Develop and monitor budgets.
11. Experience working collaboratively with families, educators, schools, community and other partners.
12. Experience working with a diverse population multi-cultural environment.
13. Exceptional work ethic, committed and passionate about FEI's mission.
14. Approach situations and challenges with flexibility and optimism.

Education and Experience:

1. Bachelor's degree with a strong experience in education.
2. One year experience in the management or administration of educational programs, community organizations or government programs, dealing with underserved families.

Preferred Qualifications:

1. Master's degree.
2. Bi-lingual (Spanish-English) desired.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Revised: February 27, 2012; July 2019

Ed Code: H-10

Creditable Service: STRS