



Arlington Public Schools

Education That Empowers

The vision of the Arlington Public Schools is to be an equitable educational community where all learners feel a sense of belonging, experience growth and joy, and are empowered to shape their own futures and contribute to a better world.

ARLINGTON PUBLIC SCHOOLS Arlington, MA 02476 JOB DESCRIPTION

POSITION: Director of Communications and Family Engagement

JOB GOALS: The Director of Communications and Family Engagement will be responsible for developing and supporting district-based family and community engagement systems and activities that create strong partnerships in support of teaching, learning, and student achievement. The Director will oversee all aspects of district-level communications, registration, and enrollment, and will provide support and work collaboratively with Arlington Public Schools staff to create a welcoming environment that values families as full partners in the education of their children.

MINIMUM QUALIFICATIONS:

1. Master's Degree in Education or related field;
2. Minimum of 5 years of experience in public school teaching and/or administration;
3. DESE administrator licensure or ability to attain licensure preferred; and
4. Bi- or multi-lingual preferred.

KNOWLEDGE AND SKILLS:

1. Familiarity with Student Information Management Systems (SIMs).
2. Experience working with culturally diverse students and families.
3. Proven leadership and success in community outreach and family engagement.
4. Exceptional interpersonal and written communication skills.
5. Experience working with families, implementing family programming, and engaging in community outreach efforts.
6. Demonstrated ability to develop leadership skills in others.
7. Demonstrated ability to work independently, collaboratively, and also as a self-starter.
8. Demonstrated ability to be flexible and deliver results as a member of multiple teams.

PERFORMANCE RESPONSIBILITIES:

1. Support the overall internal and external communication functions of the district. This includes working closely with the Superintendent and collaborating with district and Town leadership to develop and disseminate communications.
2. Develop and manage a communications plan and associated communications procedures, crisis and ad hoc communications needed by the Superintendent, and communications materials to advertise special initiatives and events.



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3. Oversee and coordinate the startup and operation of an APS Family Welcome Center.
4. Implement strategies to support teachers, school leaders, and other school staff in establishing connections and deepening partnerships with families.
5. Supervise the registration team and the initial stages of registration and enrollment for all students in APS. Support school-based teams to respond to the inquiries of incoming families in a culturally responsive and timely manner.
6. Enhance family voice, leadership, and opportunities for partnership and feedback. Support teachers and other school staff to understand family and community context in order to provide necessary resources.
7. Oversee and implement all aspects of district translation and interpretation to support communication with families whose first/home language is not English.
8. Assist designated groups of families in need of support through light case management, referrals, and liaison work with APS staff and community agencies.
9. Collaborate with the Department of English Learner Education (ELE) to establish an English Learner Parent Advisory Council (ELPAC).
10. Collaborate with Town agencies, officials, and service providers to ensure family and community access to services not offered or as enhancements to services within the Arlington Public Schools.
11. In partnership with building and curriculum leaders, organize and/or facilitate educational workshops and other learning opportunities for families on different subjects of interest and relevance to families and the community.
12. Implement and strengthen a robust system for regular communications with families, particularly related to navigating the school system, district policies and procedures, events, and opportunities for family involvement.
13. In partnership with Information Technology, oversee content on APS District Website for relevance and ease of use, and recommend necessary improvements to appropriate district staff.
14. Work collaboratively with school PTOs.
15. Develop and manage key community partnerships that support family engagement and support district-wide collaborations and initiatives to improve family engagement.

TERMS OF EMPLOYMENT: Full year Position

REPORTS TO: Superintendent of Schools

SALARY RANGE: \$100,000-\$130,000

EVALUATION: Evaluates registrar(s) and the Welcome Center staff

The Arlington Public Schools are committed to creating an inclusive and safe learning and working environment that reflects a diversity of perspectives, values, and experiences. We welcome staff who are aware of the role that bias and prejudice play in society, are creative and willing to try new approaches, and are reflective about their daily practice. We are looking for candidates who welcome a challenge, are eager to collaborate and contribute to the success of students, are ready to engage in two-way partnership with families, and who will contribute their diverse talents to the organization as a whole.