



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Family Engagement & Equity Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Family Engagement Office	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:			

Provide training on educational and service-oriented strategies to staff, students, and families to support cultural and linguistic differences and to create environments where diversity is celebrated

Conduct audits of culturally-responsive systems implementation and work with other managers to improve systems to support students, families, teachers, administrators, and other employees

Coordinate direct support to individual schools to create supportive and affirming cultural climates which provide educational opportunities for all students to achieve their full potential in ways that are culturally-appropriate and personally-affirming

Operate standard office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work

Attend and participate in School Attendance Review Board (SARB), School Attendance Review Team (SART), equity team and other meetings as assigned

Prepare and maintain records and reports related to assigned activities; analyze data; prepare agendas for meetings; prepare parent contact sheets

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal, state, local, and District laws, regulations, policies and practices related to assigned activities

Principles, strategies, and practices of adult learning theories, group-process facilitation, conflict resolution, and public outreach

Methods to interpret apply and explain rules, regulations, policies, and procedures

Data analysis and presentation techniques

Principles and practices of supervision and training

Public speaking techniques

Technical aspects of field of specialty

Operation of a computer and assigned software

Oral and written communication skills

Interpersonal skills including tact, patience and courtesy

ABILITY TO:

Coordinate activities with multiple and diverse stakeholders and facilitate productive partnerships and networks

Train and evaluate the performance of assigned staff

Develop, manage, Coordinate a a(t)- AMC(s)-(t) 2 viEa

Build positive and productive relationships with students, parents, staff, and community members
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