





BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE: **Supervisor,
 Family Engagement and Equity** REPORT 0 54 Tm

	As assigned	CLASSIFICATION	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months 7.5 hours per day or assigned duty days/hours
APPROVED: Board Commission	04/11/12 04/12/12	SALARY GRADE:	Local 21 Range 69

BASIC FUNCTION: Under direction of an assigned supervisor, develop, implement, coordinate and evaluate systems designed to increase family engagement and ensure educational equity to enhance student achievement.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions listed below. This description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to reflect accurately the principal job elements.

Essential Functions

- Analyze student, staff, family, and community needs to establish systems that provide quality support and services to eliminate academic achievement gap
- Develop, organize, implement, coordinate, and evaluate systems to increase family engagement, ensure educational equity, and enhance student achievement



PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental demands are representative of those that must be met by an employee to perform the essential functions of this classification successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and making presentations.

WORKING CONDITIONS/ENVIRONMENT:

Flexible work hours, including evenings and weekends; diverse office, school site and home environments; driving a vehicle to conduct work; fast-paced work; and constant interruptions.

MINIMUM QUALIFICATIONS

Training, Education and Experience: Any combination of education, training and/or experience equivalent to: Associate of arts degree and two years of relev