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FAMILY AND COMMUNITY ENGAGEMENT (FACE)

Traditional 235 work days

FTE: 1.0

Salary Range: $63,852 - $77,316

**Essential Functions and Objectives:**

Responsible for maintaining the operational and transactional responsibilities of the department. Manages the coordination of day to day activities of a specific business function. Primary emphasis is achieving results by building engagement and empowering their teams. May have exposure for district wide initiatives.

The Manager of Adult Self-Sufficiency Integrated Services will collaborate with the Director of Program Services to oversee the management of Adult Self-Sufficiency Centers throughout the district. Denver Public Schools Office of Family and Community Engagement (FACE) in partnership with local agencies will foster economic self-sufficiency among individuals and families in school communities and launch services to support a family financial stability program model at several schools sites throughout the district. This suit of services will be offered through collaborative service agreements between FACE and the following community partners; Goodwill Industries; Emily Griffith Technical College; empowered; VITA Tax Preparation; Denver Bar Association; and Business Assistance Center. FACE will act as the crucial backbone support organization that facilitates service provisions from multiple providers at school
sites to reach community outcomes of ensuring that individuals and families are provided with opportunities to become economically stable and self-sufficient.

- Manage and work with respective teams to implement policies, procedures, programs and initiatives that pertain to their functional unit. Set clear goals, organize work plans, and divide work accordingly. Assure adherence to daily operational items, such as budgets, schedules, and performance.
- Apply managerial thinking and decision making to deliver results and ensure project/team success. Provides leadership to teams in their area of responsibility.
- Solve for problems, including defining, tackling and mitigating issues or situations. Map or assess situations, formulate options and provide guidance within a defined latitude.
- Establish targets, analyze performance and follow up to ensure achievement plan is attainable.
- Analyze past trends, identify gaps, and understand district to provide recommendations.
- Work on issues that require thorough analysis; apply discretion for decisions that could impact short term goals. Uses set guidance, policies and procedures to make decisions and address operational challenges.
- Collaborate with other functions, peers and teams. Gain credibility and cooperation across the organization. Convey progress and goal results with functional areas. Conduct training, present findings & materials and other deliverables.
- Improves team performance through coaching, feedback and mentoring. Entrust and motivate direct reports by providing direction, and facilitate skill building.
- Develop and manage the Adult Self-Sufficiency Center’s timeline for implementation to ensure the scheduled launch of Integrated Services for Family Financial Stability at targeted schools sites.
- Oversee the day-to-day operation of Adult Self-Sufficiency Centers. Supervise and manage site coordinators.
- Oversee the development of policies and procedures to manage service agreements.
- Develop and oversee the management of marketing strategies.
- Oversee and manage data systems at school sites to ensure the accuracy and the integrity of data collection to track the number of individuals and families that receive unduplicated services.
- Facilitate collaborative efforts and coordinate training opportunities to advance the strategies and outcomes of School Readiness, Youth Success and Adult Self-Sufficiency.
- Coordinate and chair monthly committee meetings between collaborative partners.
- Produce monthly reports, which outline program objectives and include specific outcomes, timelines, resource needs and development.
- Manage and strengthen partnerships with nonprofits, faith communities, neighborhoods, businesses, philanthropic groups and others to provide services and resources to support school, students, families and community.
- Attend and participate in all partner orientations, evaluation capacity building training sessions and all other related meetings.
- Complete the pre/post online Capacity Evaluation Assessment in the Fall and Spring.
- Attend ongoing meetings with the Director of Family and Youth Services and assess the effectiveness of partner agencies and school partnerships with nonprofits, faith communities, neighborhoods, businesses and philanthropic groups.

**Knowledge, Experience & Other Qualifications:**

- Two (2) or more years of relevant experience.
- Two (2) or more years of management experience.
- Bilingual in English and Spanish.
- Knowledge of applicable laws and regulations.
- Strong organizational and analytic skills and strong attention to detail.
- Self-starter/leader who can anticipate department needs in a proactive (versus, reactive) manner.
- Ability to develop and interpret data and manage resources.
- Ability to motivate and influence others.
- Ability to effectively lead a team.
- Demonstrated proficiency with Microsoft Office products including Word, Excel and Outlook, as well as Google Suite.
- Ability to multi-task and juggle management of several high-priority projects in parallel.
- High degree of integrity in handling confidential information.
- Strong interpersonal and leadership skills, including the ability to lead a high-performing team.
- Desired Qualifications and Skills: Two years or more with previous experience supervising employees; can substitute years of supervisory experience with Master’s Degree. Demonstrated track record of producing results and successfully implementing new programs. Demonstrated knowledge of current research and trends in Community Schools and Integrated Service Delivery program models. Demonstrated ability to adjust in a rapidly changing work environment. Demonstrated experience working collaboratively to achieve outcomes, meet benchmarks, working successfully in a results driven environment and achieving program goals. Demonstrated communication and persuasive abilities, including verbal, written and presentation skills. Successful program development and implementation of services in a school, community or non-profit setting. Strong problem solving skills; experience in managing conflict and excellent mediation skills. Ability to respond creatively to challenges. Strong computers
skills; ability to create documents, reports, graphs and budgets using Microsoft Office PowerPoint, Excel and Word. Strong interpersonal, written and verbal communication skills, the ability to work with people at all levels and diverse cultural backgrounds within the Denver Public Schools as well as key external organizations, students, parents/guardians and the community at large. Demonstrated understanding of assessment and evaluation tools and techniques. Prior experience with quantitative and qualitative data analysis. Previous experience managing program budgets is preferred.

**Education Requirements:**

- Bachelor's Degree required.
- Master's Degree preferred.

**Additional Information:**

- Compensation Structures: [http://thecommons.dpsk12.org/Page/244](http://thecommons.dpsk12.org/Page/244)
- Employee must live and work with a permanent home address in Colorado while working for Denver Public Schools.

**About Denver Public Schools:**

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet,
charter and alternative pathways schools, with an enrollment of more than 90,000 students.

DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

*Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*