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| <b>Job Title:</b>               | Training & Curriculum Director   | <b>Position Type:</b>        | Full-time         |
| <b>Department:</b>              | Training & Curriculum  | <b>Annual Salary Range:</b>  |                   |
| <b>Reports To:</b>              | President & CEO  | <b>Travel Required:</b>      | California        |
| <b>FIS Contact:</b>             | Attn: Human Resources  | <b>Date Posted:</b>          | January 27, 2017  |
| <b>Submission Requirements:</b> | Cover Letter, Resume, Salary Requirement to <a href="mailto:srichmond@familiesinschools.org">srichmond@familiesinschools.org</a> | <b>Date Posting Expires:</b> | February 15, 2017 |

### Organization Overview

Families In Schools (FIS) is a nonprofit organization based in downtown Los Angeles, California, whose mission is to *involve parents and communities in their children's education to achieve lifelong success*. To achieve its mission, FIS works towards three core outcomes: Schools with the knowledge and skills to authentically partner with families, families with the capacity to partner with schools and support student learning, and policies that embed parent engagement as critical components of school improvement. To learn more about FIS programs and services please visit: [www.familiesinschools.org](http://www.familiesinschools.org).

### Job Description

#### Position Overview:

FIS seeks a dynamic, results-oriented professional dedicated to educational equity and parent engagement who is interested in supporting the mission, vision, and ongoing development of the organization. The individual will lead the Training and Curriculum Unit and will be responsible for the development, implementation and monitoring of projects focused on providing capacity building services to schools and education agencies on parent engagement best practices. This is a full-time, exempt position reporting to the President & CEO. The Training & Curriculum Director is part of the leadership team and works in close partnership with the Director of School Partnerships and Advocacy Manager in the execution of FIS program areas.

#### Responsibilities:

- **Overall Unit Responsibilities.** Lead the Training and Curriculum unit by overseeing budgets, strategic planning, program implementation and evaluation. Collaborate with the Training Manager and Coordinator to establish overall unit goals. Assist with grant applications and program reports, as needed or requested. Represent FIS in collaboratives, coalitions focused on family and community engagement. Manage staff, interns, or consultants, as assigned to accomplish unit goals.
- **Project Management:** Oversee contracts and grants that focus on capacity building and training for school staff. Develop scope of work, budget, and monitor project implementation. Manage interns, staff or consultants, as assigned.
- **Curriculum & Professional Development:** Oversee the development of new and revision of existing parent engagement curriculums. Lead in the planning, coordination, and implementation of trainings and workshops for school staff around parent engagement strategies and curricular-based programs. Keep abreast of literature and research relevant to adult learning theory, parent engagement, and training strategies.
- **Cadre of Trainers:** Develop and manage a cadre of FIS training consultants responsible for conducting professional development trainings across the state.
- **Continuous Improvement.** Develop and manage systems of support for school staff on how to improve their parent engagement strategies, including webinars, peer learning, newsletters, among others.

**Skills/Qualifications:**

This is a great position for a professional with demonstrated experience in school improvement strategies, school staff professional development, and curriculum development. Experience and expertise in the field of parent engagement is a requirement. **Qualified candidates will have a Bachelor's degree and 5-7 years of experience. An advanced degree is preferred.**

- A degree/qualification, preferably in education or a related field
- Extensive experience managing school improvement initiatives at the school or district level
- Experience in curriculum development, professional development, especially in the field of parent engagement
- In-depth knowledge and experience of the parent engagement field, popular education, adult-learning strategies
- Strong program and staff management skills
- Exceptional people skills and the ability to build trust among staff, senior management, the FIS board and external partners
- A team-player who can build a sense of community among staff and partners in supporting the mission and vision of FIS
- Ability to convey ideas and communicate concepts in writing with clarity and accuracy
- Experience managing staff, internal systems and grant-making processes
- Social media savvy with experience using facebook, twitter, Instagram to showcase work
- High degree of flexibility with an ability to make recommendations and gain buy-in to advance agency goals
- Excellent listening and public speaking skills
- Commitment to collaboration, teamwork, and accountability to oneself and others
- Culturally competent with the ability to seamlessly adapt in multicultural, multi-ethnic environments
- Willingness to work weekends and evenings, and travel as necessary
- Access to a car, possession of a valid driver's license, and proof of automobile insurance
- Bilingual in English and Spanish is desirable

**Key Professional Standards:**

- Demonstrate an openness to feedback and a commitment to learning and improving;
- Commitment to excellence in building the assets of underserved families;
- High degree of integrity, strong work ethic and commitment to the efficient and effective use of resources;
- Capability to think strategically and execute tactically within a high-functioning team-oriented environment;
- Ongoing use of good judgment, tact and diplomacy in all professional matters;
- Committed to building positive relationships with all agency stakeholders, across levels, roles and functions.

**Additional Skills and Qualifications:**

- Ability to work in a fast-paced, results-oriented environment while maintaining quality attention to detail;
- Ability to effectively work both independently and as a member of a highly collaborative, integrated team;
- Can lift up to 25 lbs. (books, materials, supplies, etc.).

**What FIS Offers:** Families In Schools is an at-will employer. We foster a mission-driven, collaborative work environment where teamwork, communication, excellence, quality, integrity, inquiry and commitment to community are highly valued. We provide employees with ongoing professional development opportunities through structured learning and training coupled with project assignments that maximize a diverse and high-functioning skill set.

We offer a competitive benefits package that includes:

- Company-paid health insurance for employees and dependents after 3-months of employment.
- Vacation, sick and personal time
- Paid monthly parking
- 10-paid holidays per year and a 5-day winter break during the last week of December