

Henderson Knox Mercer Warren
Regional Office of Education
JOB DESCRIPTION

Position Title: Co-Director of School and Family Engagement

Location: Galesburg, Illinois

Department: School and Family Engagement

Reports to: Director of ROE Services

FLSA Class: Non-Exempt

Revised Date: 7/1/26

SUMMARY

This position is responsible for overseeing and supervising the work of the Attendance and ALOP programs and collaborating with the Co-Director of SAFE with oversight of the School and Family Engagement Department.

DUTIES & RESPONSIBILITIES

Student and Family Engagement Program

1. Maintain thorough and current knowledge of federal, state, and local requirements related to attendance supports, homelessness, ALOP, 21st CCLC, Community Schools, and after-school programs.
2. Maintain current knowledge of district policies, procedures, educational standards, ethical expectations, and professional guidelines.
3. Stay informed on current literature, research, trends, and best practices in attendance, homelessness, and ALOP programming.
4. Apply principles of effective supervision, organization, and program administration.
5. Develop, implement, and oversee Attendance, Homelessness, and ALOP programs.
6. Recruit, hire, train, and onboard Attendance staff, Homelessness Liaisons, and ALOP Advocates.
7. Provide ongoing supervision, coaching, and professional development for program staff.
8. Evaluate staff performance and provide support to ensure program effectiveness and compliance.
9. Communicate regularly with staff through monthly individual supervision meetings, monthly program meetings, and quarterly SAFE department meetings.
10. Facilitate and lead monthly meetings with Attendance, Homelessness, and ALOP staff.
11. Maintain complete, accurate, and compliant records, data, and documentation for all assigned programs.
12. Assess program effectiveness and use data to guide continuous improvement.
13. Collaborate with school administrators, teachers, and support staff to ensure effective attendance, homelessness, and ALOP services for students.
14. Ensure timely submission and approval of staff timecards and leave requests.
15. Collaborate with the Co-Director of Student and Family Engagement to align SAFE program goals, objectives, and outcomes.

16. Co-lead and facilitate quarterly School and Family Engagement Department meetings.
17. Meet at least monthly with the Co-Director to review the SAFE department's mission, vision, and strategic priorities.
18. Develop, collaborate on, and implement unified language and consistent practices across SAFE programs.
19. Develop, collaborate on, and implement a shared decision-making framework within the SAFE department.
20. Establish and maintain effective partnerships with community agencies and organizations involved in SAFE program implementation.
21. Interpret, implement, and enforce educational policies, procedures, and grant regulations.
22. Develop long-range plans and annual budgets for Attendance, Homelessness, and ALOP programs.
23. Oversee monthly budget monitoring, including Amazon, credit card, and expenditure reconciliations.
24. Ensure accurate allocation, expenditure, and documentation of grant funds.
25. Develop, submit, and manage Attendance, Homelessness, and ALOP grant applications, continuations, and amendments.
26. Seek out funding opportunities and write grants to enhance and sustain programs.
27. Ensure all required reports and compliance documentation are completed accurately and submitted by established deadlines.
28. Compile, analyze, and interpret data to produce meaningful internal reports and meet grant compliance requirements.
29. Develop and deliver training and programming related to attendance, after-school services, and student support initiatives.
30. Perform other duties as assigned by the Director of ROE Services.

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31. Maintain updated Google Calendar.
32. Complete all required employee documents in an accurate & timely manner per ROE, State, and other grant requirements.
33. Perform other duties as assigned by Regional Superintendent of Schools or Assistant Regional Superintendent of Schools.

QUALIFICATIONS, KNOWLEDGE, & CRITICAL SKILLS

1. Bachelor's Degree required. Master's Degree or Higher in a related field preferred.
2. Valid Driver's License
3. Competence in utilizing Google Suite, Microsoft Office, and Virtual Meeting Platforms.
4. Ability to lift and carry up to 20 lbs.
5. Ability to push/pull up to 10 lbs.
6. Must have excellent oral and written communication skills and an acceptable/courteous manner.
7. Understanding and awareness of multicultural needs.
8. Ability to maintain a positive and collaborative relationship/attitude across all ROE programs.

SCHEDULING

The work hours for this position are Monday through Friday 8:00 a.m. to 4:30 p.m. based on the ROE Calendar, 7.5 hours per day and 37.5 hours per week. The schedule is subject to change with ROE demands.