

Prichard Committee for Academic Excellence  
Open Position

**POSITION TITLE:** Director of Engagement (USDOE Grant Project Director)  
**REPORTS TO:** Executive Director  
**SALARY RANGE:** \$70,000 - \$85,000 based on experience

**DESCRIPTION:** Position is responsible for leading, directing and implementing the goals outlined in the Prichard Committee's [Statewide Family Engagement Center](#) proposal to the United States Department of Education, while ensuring full integration with the Committee's statewide citizen engagement goals as they relate to the mission and vision of the organization as well as the [Prichard Committee strategic plan](#).

**JOB DUTIES:**

- Responsible for administering the USDOE parent engagement project
- Developing and refining the Committee's current engagement work to ensure seamless integration between the organization's strategic plan and the USDOE parent engagement project, and that objectives of both are met in an integrated fashion
- Manage the daily operations of the program/project through hiring, supervising, training, and guiding staff in the development and implementation, and evaluation of program/project activities
- Manage relationships with the Kentucky Department of Education (SEA), Regional Center partners, and partner school districts (LEAs)
- Develop and lead an advisory council as described in the USDOE grant while considering integration of the current equity coalition's work with respect to implementation of KY's accountability model under ESSA
- Work closely with policy staff to support alignment of effort between education policy discussions and equipping and engaging parent and citizen leaders to support continued education progress – particularly for students historically underserved
- Manage relationships with the evaluators and data contractors to ensure data for the project is tracked and collected, and drives services, ensuring continuous improvement of activities
- Responsible for timely submission of performance reports, ensuring grant activities are in compliance with USDOE regulations, project is operated in a fiscally prudent and compliant manner
- Oversees the work of the Family Engagement Manager
- Answer questions/council parents, citizens about education issues and problems via phone or e-mail;
- Enhances company visibility through thought leadership; role is required to proactively seek strategic visibility opportunities for the executive director and the organization

**QUALIFICATIONS:**

Master's degree in education, social work, or related field with demonstrated knowledge and skills in family engagement to support education outcomes; Minimum ten years' experience in project management, administration, with fiscal responsibilities; demonstrated experience with federal grants management, including budget responsibility; demonstrated knowledge and leadership in school reform, literacy programs, parent engagement and evaluation; belief that all students can succeed; familiarity with the [Dual Capacity-Building Framework for Family-School Partnerships](#) is a plus.