

CITY OF CHATTANOOGA

Classification Specification Title: Director Parent Family Community Engagement

Department: Early Learning

Pay Grade: GS.14

Supervision Received From: Administrator Early Learning

FLSA Status: Exempt

Supervisory Responsibility For: Parent Family Community

Established: 1/16/26

Engagement Specialist

Revision Date: N/A

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for planning, developing, and directing a comprehensive, city-wide engagement strategy for the Department of Early Learning. This role ensures all initiatives are non-extractive, equitable, and effective, with a core focus on advancing the Mayor's One Chattanooga strategic plan and the Department of Early Learning's Strategic Plan goals. The Director cultivates and manages strategic partnerships with residents, community leaders, organizations, and City departments to elevate underrepresented voices and ensure equitable access to early childhood education and family support resources. This position also provides direct supervision and leadership to the Parent, Family, and Community Engagement Specialist.

SERIES LEVEL:

The Director Parent Family Community Engagement is the third level of a three-level series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Develop and implement a comprehensive, city-wide Parent, Family, and Community Engagement strategy for the Department of Early Learning.

Direct and manage high-impact community engagement initiatives such as Basics Chattanooga, the CHATTABABY project, Early's Book Club, Lit Bags, and Not So Basic Adventures, ensuring they reach and support underrepresented families to promote early childhood development and kindergarten readiness.

Develop and execute a year-round calendar of events and activities, including large-scale programs like the FunFair Festival (in partnership with Erlanger Hospital Safe Kids) and the Senior Wonderland event (in partnership with The Foster Grandparent Program), among others.

Lead the planning, development, and implementation of all parts of the parent engagement program, providing support and motivation to participating families and staff.

Cultivate and manage strategic relationships and partnerships with community leaders, non-profit organizations, and City departments (e.g. Parks and Outdoors) to inform strategies, build trust, and enhance programmatic impact.

Align all engagement efforts with the One Chattanooga strategic plan by focusing on educational access, community support, and equitable engagement for diverse residents.

Serve as a key liaison for the Department of Early Learning, developing and maintaining a community resource manual and establishing effective community outreach and recruitment processes for programs.

Provide direct supervision, leadership, and direction to the Parent, Family, and Community Engagement Specialist, including hiring, orienting, training, and evaluating job performance.

Exercise administrative oversight over record-keeping, reporting, and operating systems for the community engagement component to measure performance against organizational goals and objectives (MBOs).

Provide leadership in developing and implementing necessary policies and procedures for effective family and community involvement.

Manage family literacy and parent support services by ensuring families have access to necessary materials, services, and activities through coordination with center staff and community agencies.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Social Work, Human Services Management, Communications, Public Administration, or a closely related field with three (3) years of experience in community engagement, public administration, equity, diversity, and inclusion initiatives and five (5) years of experience in working with families and demonstrated experience in organizing, planning,

developing, and implementing large-scale parent and community engagement programs; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

KNOWLEDGE AND SKILLS:

Knowledge of local community service resources and the ability to relate effectively to social and economic challenges within the community. Strong organizational, oral, and written communication skills to effectively plan work, meet goals, and communicate with diverse professional and community groups. Ability to orient and train others, make timely and rational decisions, and work independently with a high degree of accountability.

PHYSICAL DEMANDS:

Positions in this class typically require: walking, standing, reaching, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.