

POSITION: Family Engagement Coordinator

SALARY RANGE: \$28-35 per hour

TERM OF EMPLOYMENT: 261 Days Year Round

WORKING HOURS: 15 hours per week

REPORTS TO: Director of Pupil Services and Superintendent of Schools

POSITION DESCRIPTION: The family engagement coordinator acts a liaison between families and schools by providing assistance to those seeking information, guidance, or support in working with the schools. Providing assistance to community members and parents seeking support and direction with diversity and equity interests and advocacy is included in this role. The coordinator also helps schools develop welcoming and family-friendly school climates by recommending, initiating and coordinating activities designed to engage families in advancing student learning and enhancing understanding and communication between home and school.

Major Responsibilities: (The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Collaborate with school staff, parents/families, and community members to improve parent-school communications and connectedness, particularly where social, economic, racial, or language barriers may exist.
- Promote events that foster school-family connectedness.
- Act as a liaison between families and school staff when problems arise or when cultural differences present a barrier.
- Assist the schools in helping families learn about and understand complex school information such as state accountability reports about schools, registration requirements, health/safety information, or changes in curricula.
- Recruit parents/community members to volunteer in schools or serve on committees like school councils and parent advisory councils.
- Maintain an office where families and community members feel welcome and perceive it as a place to go for assistance and support.
- Serve on district or school diversity committees

Qualifications

- Associates degree or higher desirable
- Understands the range of economic and cultural backgrounds of the community's families and has experience living or working within the community
- Demonstrated ability to interact and communicate in ways that respect ethnic, cultural, and language diversity
- Able to take initiative and see an assignment through from start to finish
- Strong interpersonal and communication skills
- Proficient in Excel, Word, email, posting to websites and social media
- Preferably a proficient Spanish language speaker

Physical and Environmental Demands:

While performing the duties of this job, the employee is regularly required to sit, walk, talk or hear. The employee frequently is required to bend, crouch, stretch, and reach. The employee is required to lift items of substantial weight (50 pounds). Specific vision abilities required by this job included close vision and the ability to adjust focus.