

Job Title:	Coordinator, Home Visiting Program
Grade Level/Terms of Employment:	Pay Grade 125, 260 days
FLSA Status:	Exempt
Work Location:	Richmond Public Schools (RPS) Central Office
Immediate Supervisor:	Director, Family and Community Engagement

General Description:

The RPS Home Visiting Program is a high impact strategy implemented to support staff in developing meaningful relationships with students and their families. The Coordinator, Home Visiting Program ensures successful implementation and supervision of the program, leading efforts to support students and families by strengthening the connection between school and home. In addition, the Coordinator supports efforts to help families build protective factors - building upon family strengths, providing resources, and ensuring student advocacy that informs division programs and policies.

Essential Duties and Responsibilities:

- Leads the design, direction, implementation, and evaluation of the RPS Home Visiting Program
- Coordinates connections between the Home Visiting Program and other division family and community engagement strategies
- Serves as an expert in the field of home visiting, provides professional development, support and resources to staff participating in the RPS Home Visiting Program
- Establishes program performance targets and goals by which program efficacy can be measured; collects, analyzes, and presents key data points at regular intervals; makes program adjustments in response to data
- Accompanies teachers on home visits, developing mutual trust and respect with families and ensuring confidentiality, as appropriate
- Leads Home Visiting Advisory Council
- Maintains open, friendly, and professional relationships with all students, families and staff members, to include respect for culture, diversity, and ethnicity
- Performs other job-related duties as assigned

Qualifications:

- Master's degree in counseling, social work, behavioral science or a related field required
- Community engagement experience including experience working with families in their home settings preferred
- Ability to develop, implement, manage, and monitor programs and data to achieve established goals and objectives
- Experience working in racially, ethnically, and socioeconomically diverse urban communities preferred
- Strong organization, communication (oral and written), and interpersonal skills
- Ability to work independently, take initiative, and solve problems creatively
- Strong computer skills including proficiency with Microsoft Office Suite and Google applications
 - Valid Virginia Driver's License and access to a personally owned vehicle
 - Bilingual/fluency in Spanish preferred