

Job Title:	<u>Coordinator, Family & Community Engagement – Early Childhood Education (ECE)</u>
Grade Level/Terms of Employment:	<u>Grade 125 /260 Days (12 months)</u>
FLSA Status:	<u>Exempt</u>
Work Location:	<u>Central Office/City Hall</u>
Immediate Supervisor:	<u>Manager, ECE Family & Community Engagement</u>

General Description:

The Coordinator, Family and Community Engagement- Early Childhood Education (ECE) supports the division’s engagement with parents and families of preschool students, as well as the community as it relates to student learning, program improvements, and division-wide and school-based planning and decision-making. The Coordinator, Family and Community Engagement - ECE will provide critical training, facilitate academic engagement, and promote effective communication practices between parents, teachers, and support staff. This position also coordinates learning opportunities and development for parents in collaboration with school-based staff.

Essential Duties and Responsibilities:

- Collaborates and communicates effectively with principals, managers, directors, and other leadership staff in order to implement a comprehensive and evidence-based early childhood family and community engagement strategy
- Serves as a liaison between families and teachers to ensure that all school personnel understand how to contact and communicate with families in a manner that builds ties between families and the school; facilitates professional development on effective family engagement practices for the school staff
- Develops and/or facilitates parent education programs in partnership with national programming to support students’ academic achievement
- Works with stakeholders (families, school board members, administration, and school staff) to foster community involvement in school development (mentor program, PTO, parent volunteers)
- Provides outreach, training, and support to families to enhance the sense of community and belonging
- Develops and leads a culture within Richmond Public Schools (RPS) that values and respects the concerns and contributions of our parents and families
- Initiates, plans, leads, and participates in meaningful community events, including evening and weekend events
- Conducts outreach, recruitment, registration and enrollment and informs families of preschool eligibility
- Develops and updates website and social media content
- Performs other related duties as assigned

Qualifications:

- Bachelor's degree required; Degree in early childhood education, counseling, social work, education, education policy, or related area preferred
- Demonstrated leadership qualities and ability to work effectively with students, teachers, parents, and business and community leaders and partners
- Authentic, effective, and professional communication, both verbally and written

- Excellent public speaking and presentation skills and the ability to make presentations to large groups of people
- Strong project management and organization skills, with the ability to track intricate details and prioritize multiple initiatives and timelines
- Ability to work a flexible schedule
- Proficiency in English and Spanish preferred