

**EDUCATIONAL EQUITY AND FAMILY ENGAEMENT COORDINATOR**

**JOB DESCRIPTION**

Title:	Educational Equity and Family Engagement Coordinator	Reports To:	Site Principal
Department:	School site	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input type="checkbox"/> Management <input checked="" type="checkbox"/> Unrepresented
Hours:	Full-Time	No. of Work Days:	190
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Principal/Assistant Principal <input type="checkbox"/> Certificated Director <input type="checkbox"/> Classified Director <input type="checkbox"/> Certificated Coordinator <input type="checkbox"/> Classified Supervisor/Coordinator <input checked="" type="checkbox"/> Unrepresented		<input type="checkbox"/> Confidential <input type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860

**GENERAL SUMMARY OF DUTIES:**

Under the direction of the Site leadership, the Educational Equity and Family Engagement Coordinator will supports the overall development and implementation of the schools equity plan to address the academic gaps that exist for historically underrepresented and underserved populations

General summary of duties: Educational Equity and Family Engagement Coordinator is responsible for managing various activities that serve the campus community by fostering inclusive excellence and cross-cultural understanding. Specifically, she/he will provide leadership to assist the school in closing the academic opportunity gap, reducing exclusionary discipline and levels of truancy by helping to improve campus climate, raise student consciousness and self advocacy skills, raise adult developed cultural and racial awareness of self, develop deep meaningful parental involvement, and create collaborative relationships with outside agencies to support students and families.

*E – Essential Function*

### **DUTIES OF THE JOB:**

- Collaborate with staff to address issues of race/ethnicity, language, religion and other differences in order to increase staffs understanding of how to better engage students in instruction *E*
- Participate in the planning of and delivering of professional development surrounding the topic of equity & cultural competence *E*
- Assist in identification, design, implementation and evaluation of practices in engaging students and families of historically under achieving and underserved populations *E*
- Provide students with highly relevant empowerment-based workshops, lectures, dialogs, and academic training sessions *E*
- Serve as liaison with agencies to support goals of family and community engagement *E*
- Develop and maintain cooperative and collaborative working relationships between stakeholders including families, school staff, students, involved agencies and the broader community *E*
- Perform other task as requested to help realize the site's theory of action goals *E*

### **EDUCATION AND EXPERIENCE:**

A minimum of a bachelor's degree is required, preferably within an area related to the scope of responsibilities associated with diversity and inclusion work (i.e. Psychology, Sociology, etc.). The successful applicant will have previous experience in education working with diverse students and families.

### **KNOWLEDGE AND SKILLS:**

- Demonstrated cultural competence in working successfully with diverse groups
- Knowledge of the principles of student development theory and social justice
- Ability to initiate and manage diversity related programming
- Excellent skills in sustaining interpersonal relationships and organizing opportunities to further engage students and families in academic success
- Excellent skills in organization and planning, interpersonal communication, public speaking, research and writing, and event management
- Strong analytical and multi-tasking abilities
- Ability to work with historically underachieving and underserved parent and student populations
- Willingness to be self-reflective, flexible, and open to constructive feedback
- Desire to grow through personal and professional development opportunities
- Dedicated team player and visionary self-starter

*E – Essential Function*

- Ability to initiate and maintain professional relationships with various constituent groups

**PHYSICAL REQUIREMENTS:**

Frequency key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

<b>Activity</b>	<b>Frequency</b>		<b>Activity</b>	<b>Frequency</b>
Bend	2		Lift/Carry 0-10 lbs	3
Twist	2		Lift/Carry 11-25 lbs	2
Squat	2		Lift/Carry 26-40 lbs	2
Kneel	2		Lift/Carry 41-100 lbs	2
Climb	2		Stand	3
Reach Above Shoulder	2		Walk	3
Grip/Grasp	2		Sit	3
Extend/Flex Neck	2		Drive	2
Use Right Hand	2		Perform Repetitive Hand Motions	2
Use Left Hand	2		Keyboarding/Mouse Work	3
Ability to See	2		Ability to Hear	4

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