

Milton-Freewater Unified School District #7

Aaron Duff, Superintendent

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Job Description

Job Title: Family Outreach Coordinator

Department: Classified

Prepared By: Human Resources

Prepared Date: May 2022

Summary: The Family Outreach Coordinator serves as a liaison between schools and parents and families. The Family Outreach Coordinator is responsible for successful training, partnership and home visits to families.

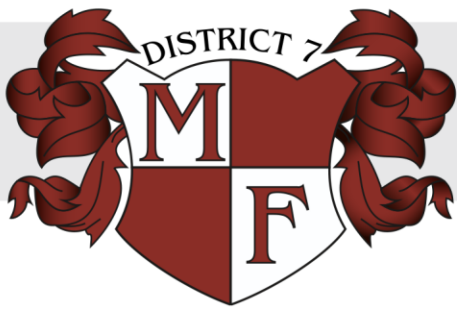
Essential Duties and Responsibilities:

All or some of the following tasks may be required. Other duties may be assigned.

- Responsible for overall coordination of parent outreach.
- Maintain accurate records.
- Take reasonable precautions to provide for health and safety of the volunteers and protect equipment, materials and facilities.
- Organize and provide trainings for parents regarding topics determined by building principal.
- Attend and participate in faculty meetings, in-service training, open house and other meetings as assigned.
- Receive and respond to e-mails from staff and general public with speed and professionalism.
- Understand and maintain school, staff, student and parent confidentiality.
- Spell correctly and use proper English.
- Perform physical tasks as required.
- Establish and maintain cooperative and effective working relationships with students, parents and staff members.
- Perform student supervision as assigned.
- Utilize the chain of command procedure when attempting to resolve problems or when seeking changes.
- Participate in appropriate professional development activities.
- Comply with all Board policies, administrative regulations and District procedures, as well as all state, federal and local laws and regulations.
- Performs other duties as assigned by superintendent.

Qualifications:

- High School Diploma is required.



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- Must be at least 18 years of age.
- Utilize technology in the performance of effective program management.
- Must have exceptional personal integrity, maturity, collaborative skills and personal interest in working with students, staff, parents and the community.
- Bilingual (English/Spanish) required.
- AA or other degree preferred.

PHYSICAL REQUIREMENTS FOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

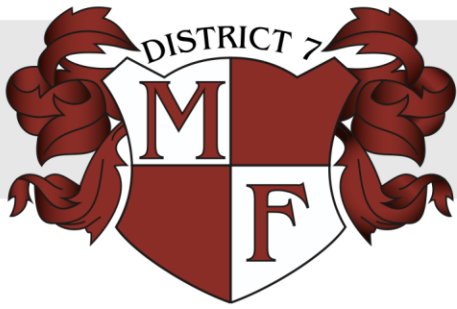
In 8-hour workday, this job requires:

R - Rarely (Less than .5 hrs. per day) O - Occasionally (.5 – 2.5 hrs. per day)

F - Frequently (2.5 – 5.5 hrs. per day) C - Continually (5.5 – 8 hrs. per day)

NA – Not Applicable

| Physical Requirements | NA | R | O | F | C |
|--------------------------------|----|---|---|---|---|
| Sitting | | | | X | |
| Stationary Standing | | | | X | |
| Walking (level surface) | | | | X | |
| Walking (uneven surface) | | | X | | |
| Crawling | | X | | | |
| Crouching (bend at knees) | | | | X | |
| Stooping (bend at waist) | | | | X | |
| Twisting (knees/waist/neck) | | | | X | |
| Turn/Pivot | | | | X | |
| Climbing (stairs) | | | X | | |
| Climbing (ladder) | | X | | | |
| Reaching overhead | | | X | | |
| Reaching extension | | | X | | |
| Repetitive use arms | | | | X | |
| Repetitive use of wrists | | | | X | |
| Repetitive use hands squeezing | | | X | | |



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| | | | | | |
|--|--|---|---|--|--|
| Fine manipulation | | | X | | |
| Using foot control | | X | | | |
| *Pushing/Pulling Maximum weight: 30 lbs. | | | X | | |
| *Lifting/Carrying Maximum weight: 30 lbs. | | | X | | |

*Identify items typically moved: _____

WORKING CONDITIONS:

- This position is primarily performed inside the school setting, although some outdoor instruction and supervision are required. The length of the contract year is one hundred **eighty nine (189) paid workdays**. The teaching day shall be 8 hours.
- This position may be exposed to bodily fluids due to student or employee injury or illness
- The typical school year runs late August through mid-June.
- Salary and benefits to be established by the Milton Freewater Education Association in accordance with negotiated agreement with the Milton Freewater Board of Directors.

Reports To:

Terms of Employment:

Salary and work year as determined by the administration and in accordance with Board policy, individual work agreements and the collective bargaining agreement.

Employee Name (print) Employee (Signature) Date

Supervisor Name (print) Supervisor (Signature) Date