



JOB DESCRIPTION

Position Code: 439
Management Group: SJAA
Salary Range: 12
Work Calendar: 003
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POSITION TITLE: Coordinator, Family Engagement

DEFINITION: Plans, organizes, controls, and coordinates district-wide family engagement activities; assists with coordinating policies and procedures designed to promote and maintain effective relationships and understanding between the school district, parents, and community.

DIRECTLY RESPONSIBLE TO: Director, Family Engagement and Partnership Development

SUPERVISION OVER: Classified personnel as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Provide support to the Strategic Plan and the Family and Community Engagement Department's major parenting events, district-wide initiatives involving parents, and district-wide parent engagement activities.
2. Assist with the coordination of policies and procedures designed to promote and maintain effective relationships and understanding between the school district, parents, and community.
3. Provide required parental support and engagement activities as specified for family engagement at district and site level.
4. Assist with the department's marketing and outreach programs; design and utilize media to introduce parents to the school district and enhance school/community relations.
5. Assist with the department's communications processes, protocols, and procedures.
6. Implement and monitor a variety of family engagement programs and strategies.
7. Plan and develop programs to assist appropriate district personnel to train parents in each area and to tighten the link between home and school; assist with the delivery of parent education courses when needed.
8. Provide technical support to school sites in the creation of a welcoming school environment component, such as providing school tours and orientation sessions for new families, and developing an outreach strategy to inform families, businesses and the community about school and family involvement opportunities, policies and programs; provide guidance to schools in the development and enlistment of volunteers.
9. Assist with the establishment of a family resources at every school to connect families help them support their child's learning, build families' strengths and capacities, serve as a hub for the community, and offer help without stigma by mobilizing public and provide community resources to help children and families in need.
10. Participate in the investigation and resolution of concerns brought forth by parents/guardians or community members related to schools that are not resolved at the school level.
11. Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities and operations; operate a computer.
12. Plan and coordinate training for parents on how to access site, district, and community information.

13. Meet with parent and community organizations to discuss programs for at-risk students, including categorical programs.
14. Assist with the implementation of the annual strategic plan for parents in accordance with key areas set forth in the district's Local Control Accountability Plan, vision, mission, guiding principles, and district priorities.
15. Participate in the preparation of the annual department budget; analyze and review budget and financial data; monitor and authorize expenditures in accordance with established guidelines; coordinate, schedule and oversee budget for parent education classes and workshops.
16. Supervise, train, mentor, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff to accomplish specific results-based outcomes.
17. Attend district, community, and collaborate partners meetings to promote the effective involvement and inclusion of parents in decision-making process.
18. Communicate and collaborate with other administrators, district personnel, and outside organizations to coordinate activities and programs, and exchange information; model district standards of ethics and professionalism.
19. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination equivalent to a Bachelor's degree, and three years of increasingly responsible experience working with school, family and/or community groups and partnerships. Bilingual skills highly desirable.

Licenses and Certificates:

- Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of rules and regulations related to family engagement programs
- Knowledge of the District's Local Control Accountability Plan, vision, mission, guiding principles, and district priorities
- Knowledge of effective practices in parent engagement, home visiting, and other programs
- Knowledge of culture, life styles, education, and social needs of ethnically diverse parents, including those affected by generational poverty
- Knowledge of budget preparation and control
- Knowledge of current applicable laws, codes, regulations, policies, and procedures
- Knowledge of school district organization, operations, policies, and objectives
- Knowledge and skill in use of computers and assorted software programs
- Ability to use tact, patience, and courtesy
- Ability to work effectively with all levels of district staff, parents, students, and the community in developing effective programs
- Ability to communicate effectively both verbally and in writing with all levels of district staff, students, parents, and the community
- Ability to read, interpret, apply, and explain rules, regulations, policies, and procedures

- Ability to analyze situations and adopt an effective course of action
- Ability to prepare comprehensive narrative, statistical, and fiscal/budget reports
- Ability to operate computer/technology devices and related software
- Ability to work independently with minimum direction and make decisions within the framework of established guidelines
- Ability to establish priorities and meet deadlines
- Ability to plan and conduct meetings
- Ability to supervise, train, mentor, evaluate and direct the performance of assigned staff

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff and public

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Move about facilities to conduct work including walking, sitting, or remaining stationary for extended periods of time
- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Physical mental and emotional stamina to endure long hours under sometimes stressful conditions
- Inspect documents and other written materials with fine print
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel to locally to attend community events/trainings/or make home visitations of students on occasion

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 5/25/2010
Revised: 9/10/2013
Revised: 4/28/2021