



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: FAMILY ENGAGEMENT PROGRAM COORDINATOR
REPORTS TO: Manager of English Learner & Academic Support Programs
CLASSIFICATION: Classified Bargaining Unit **SITE:** District Office
SALARY: Range 146 – Classified Salary Schedule **WORK YEAR:** School Days + 10 Days
APPROVED BY THE BOARD OF TRUSTEES: June 8, 2023

JOB SUMMARY:

The family engagement program coordinator, under the direction and supervision of the Manager of English Learner & Academic Support Programs will be tasked with helping develop and maintain the opening of a district-wide family resource center. The coordinator will support student services with orienting new families to our district and will serve as the liaison between the family and the site family engagement coordinator. Additionally, the resource center coordinator will develop, plan, and deliver family education sessions throughout the year to help foster student achievement by providing parents and families the information and resources they need to support their student's academic and social success. This position is based at the District office. Perform other job related tasks.

ESSENTIAL FUNCTIONS:

1. Support student services and curriculum & instruction staff with new families to our district who have students that may be English Learners, qualify as Title I students, or need assistance navigating our school system, as follows:
 - a. Meet with each EL/Newcomer family after they register in student services.
 - b. Support the district homeless/foster youth coordinator.
2. Connect families with site staff and resources, specifically counselors, EL Specialists, and site Family Engagement Coordinator.
3. Support Communications department with getting information out to families (translation, messaging).
4. Coordinate and Facilitate Family Education Series on the following topics (but not limited to):
 - a. Family Commitment to Get Involved in School
 - b. The Role of the Family at Home to Support Learning
 - c. Knowing How Our Schools Work
 - d. Understanding Grades
 - e. Requirements for Graduating from High School
 - f. Student & Family Support Resources
 - g. College 101
 - h. Post-High School Options
5. Develop and implement classes to be offered to parents on:
 - a. Technology (using a computer, setting up email, CANVAS)
 - b. Basic English for communication
 - c. Mental Health
6. Serve as a place for parents to find information on community resources and services, as follows:
 - a. Organize and help facilitate family support groups, particularly for new immigrant families.
7. Help Manager of EL Programs coordinate district-wide family engagement events (i.e Adelante, Information Night for 9th grade LTEL parents, sports information and support, Pacific Islander Family Forum, etc.).
8. Support sites with Parent Project, PIQE and other large scale programs/events.
9. Support site administrators with ELAC.
10. Help Manager of EL Programs train DELAC board and help parents facilitate meetings.
11. Support site family engagement coordinators.

Employment Standards:

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.

- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience:

- Two-year degree and/or equivalent experience.
- Minimum of two years of previous experience working closely with families in an education setting (high school setting preferable).
- Knowledge of San Mateo County family resources and organizations.
- Bilingual and literate in Spanish required.

KNOWLEDGE OF/SKILLS:

- Crisis intervention, assessment, and counseling principles.
- Excellent oral and written bilingual (English/Spanish) skills.
- Demonstrated skills in organization, group dynamics, effective meeting planning, and process facilitators.
- Effective interpersonal, communication, conflict resolution, time management, and record keeping skills.
- Must be knowledgeable about targeted student populations and effective instructional practices that support their development.
- Successful record of leading workshops, presentations, study groups, and committees.
- Strong interpersonal and leadership skills.

ABILITY TO:

- Plan, organize, and facilitate meetings.
- Work with diverse linguistic communities and cultures.
- Critical thinking skills, as well as the ability to multi-task.
- Create clear and comprehensive reports using word-processing software and/or spreadsheet and databases.
- Deal effectively with divergent needs of students and families in situations of potential conflict.
- Interview effectively and secure the cooperation of students and their families in obtaining pertinent personal information.
- Analyze situations accurately and adopt an effective course of action.
- Remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet schedules and time lines.
- Establish and maintain effective working relationships; work cooperatively with others.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Stamina sufficient to sit or stand for long periods of time.
- Vision sufficient to read fine printed materials.
- Hearing sufficient to hear conversation in person and on the telephone.
- Speech sufficient to speak in an understandable voice.
- Mobility sufficient to move about the campus and during off campus.
- Manual dexterity and coordination sufficient to write legibly and operate a computer keyboard.
- Physical stamina to stand, reach, bend, lift, kneel and squat.
- Occasionally required to lift and/or move up to 20 pounds.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must have a valid California driver's license.
- Must successfully pass the District's pre-employment Department of Justice Live Scan Fingerprint clearance.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.