



COORDINATOR PARENT ENGAGEMENT

Board Revision Date: 08/21/24

BRIEF DESCRIPTION OF POSITION

The Coordinator Parent Engagement will work under the direct supervision of the Director of State and Federal Programs. The major activities of the Coordinator Parent Engagement are to carry out school/home activities required by the Every Student Succeeds Act (ESSA), especially those addressing parent involvement as defined by the California Department of Education (CDE) and other related sources. This is a categorically funded position with work hours during the school year.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Communicates with families about school academic support programs and student progress including graduation requirements, promoting effective school-to-home and home-to-school communications at school sites and at the district office with regularly scheduled meetings throughout the school year.
2. Oversees and conducts parent groups including but not limited to District English Learner Advisory Committee (DELAC), School Site Council, Parent-teacher Association and Parent Advisory Committee.
3. Develops plans to coordinate the work of Outreach Consultants for the purpose of implementing a cohesive plan to support and increase parental engagement and student achievement throughout the district.
4. Consults staff to identify family, categorical student, school and district needs for the purpose of developing an action plan to remove barriers to increase family engagement at both the individual school and district level.
5. Improves recruitment and training to involve families as volunteers and audiences at the school or in other locations to support students and school programs.
6. Assists families with parenting and child-rearing skills, understanding child and adolescent development, and setting home conditions that support high school students. Assist schools in understanding families.
7. Supports families as participants in school decisions, governance, and advocacy through parent organizations, school councils, committees, action teams, and other organizations.
8. Assists parents in identifying available curriculum-related activities, including Adult School classes, and other extended learning opportunities.
9. Creates a variety of opportunities that connect, engage, and sustain families as partners for the purpose of supporting the academic and social emotional well-being of all students.
10. Coordinates and organizes parent meetings and activities as related to the position, both at OUHSD sites and community friendly locations.
11. Works with school leaders and instructional staff for the purpose of increasing family engagement and improving student achievement.
12. Assists in communicating relevant programs and state health services for maximum use by the children and their families within the district.
13. Performs tasks such as conducting program surveys and other statistical reports as required.
14. Compiles data on ongoing operations and/or students from multiple sources for the purpose of analyzing issues, identifying categorical program needs, ensuring compliance with established policies and procedures, and/or monitoring program components.
15. Attends workshops and conferences to update educational guidance and group facilitating skills.
16. Maintains time and effort tracking for Federal Program Monitoring.
17. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Migrant Education, Title I and English Language Learner programs.
- Community agencies and familiarity with the community.
- OUHSD course offerings, graduation requirements, student academic or multiple measures data.
- Office terminology, procedures and equipment.
- Demonstrated ability to communicate orally and in writing in English/Spanish.

Ability To:

- Work varied hours, weekends, and nights, as needed/required.
- Work effectively with parents, teachers and students.
- Use basic computer skills.
- Perform arithmetical calculations.
- Meet and deal tactfully with the public, staff and students.
- Follow school and district policies and procedures.
- Follow oral and written directions.
- Develop facilitator skills.
- Provide own transportation.

REQUIREMENTS

WORK YEAR: Classified Management Calendar, 11-month, 224 work days
Certificated Management Calendar, 213 work days

EDUCATION: Bachelor's degree or equivalent (required)

LICENSES AND OTHER REQUIREMENTS:

- Teaching credential (preferred)
- Valid California Driver's License (required)

SALARY: Classified Management Salary Schedule
Certificated Management Salary Schedule

BENEFITS: Medical, dental vision and life insurance (employee contribution)

PHYSICAL CHARACTERISTICS: Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks. Physical effort is light to moderate with frequent periods of standing or walking. Limited handling of lightweight parcels or office supplies is also required.

WORKING CONDITIONS: Must be able to work varied hours, weekends and nights, as needed and/or required. School office environment with significant community outreach.