



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: FAMILY ENGAGEMENT COORDINATOR
REPORTS TO: Special Programs Manager **SITE:** All Schools
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** SDO + 10
SALARY: Range 39 – Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: November 12, 2020

JOB SUMMARY:

Under the general supervision of the Special Programs Manager and site principals, the Family Engagement Coordinator provides a high level of specialized outreach services to parents and families with a focus on underrepresented populations. The Family Engagement Coordinator acts as a liaison between families, school sites and the larger community. The goal of this position is to foster student achievement by providing parents and families with the resources they need to increase student motivation and academic success. This position is based at the District office. Perform other job related tasks.

ESSENTIAL FUNCTIONS:

1. Assist administrative staff by establishing and maintaining contact with families and community organizations.
2. Provide information and assistance to families regarding school, community, social service resources and encourage problem resolution.
3. Refer students and/or their families to outside agencies for appropriate intervention.
4. Establish network of community resources to service underrepresented population.
5. Assist in organizing ELAC, LPO and other parent meetings.
6. Assist administrative staff in providing crisis management, intervention and access to educational services to underrepresented population.
7. Provide interpreting support.
8. Assist with evaluation of parent involvement activities and trainings, and monitor parent involvement by tracking attendance at parent meeting.
9. Analyze data and create reports using spreadsheet and databases relating to the assessment of student academic success and interventions.
10. For targeted students:
11. Meet with parents on a quarterly basis to review student attendance, achievement and progress towards graduation.
12. Conduct home visits to families whose students are in special programs (Intensive, Strategic, ELD).
13. Facilitate trainings for families of targeted students regarding how to successfully navigate the school culture.
14. Facilitate trainings for families of targeted students regarding how to provide support for academic success.
15. Serve as facilitator for voicing parent concerns and issues.

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.
- Bilingual Spanish is required.
- Flexible schedule with respect to work hours (including some evenings) in order to meet the needs of the parents.
- Experience working with families and parents on education and or community issues.

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.
- 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.
- 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:

- Vision sufficient to read hand-written and fine printed materials.
- Hearing sufficient to hear conversation in person and on the telephone.
- Speech sufficient to speak in an understandable voice.
- Physical stamina to stand and walk for extended periods of time.
- Noise level – moderate to high.
- Manual dexterity and coordination sufficient to operate a computer keyboard, copier and related office equipment.
- Occasionally required to lift and/or move up to 20 pounds.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- 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.

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.