

MANAGEMENT JOB DESCRIPTION

COORDINATOR OF PARENT ENGAGEMENT LIAISON

JOB SUMMARY:

Under the direction of the Director of Communications, Coordinator of Parent Engagement Liaison will work towards increasing Districtwide and school-specific parent and family engagement by serving as a communication bridge between school and family; collecting and disseminating parenting information, resources, and services; coordinating parent education; consulting with schools; and conducting parent/community outreach.

ESSENTIAL JOB FUNCTIONS:

- Maintains and updates information on parenting resources and services available in the community.
- Provides parents/guardians with information on community support services and resources.
- Notifies and recruits parents/guardians for parent education opportunities.
- Communicates with parents/guardians in a variety of ways, including social media, phone calls, home visits, and meetings at the District or school sites in order to encourage participation in activities and events.
- Promote and recruit parents to increase parent engagement and community events.
- Facilitates parent-school relationships through attendance at various District and school parent committees.
- Works with the Chula Vista Community Collaborative and other agencies to seek resources and ideas to increase parent and family participation and engagement.
- Assists schools and school leadership to collaborate and share best practices for engaging parents.
- Provides information to parents concerning District policy and procedures as stipulated in Parent/Student Manual, Board of Education Policies, and the California Education Code.
- Maintains accurate records of participation and evaluation of parent activities for the purpose of reporting to the Board of Education, as well as to District and state auditors.
- Prepares a variety of written materials for the purpose of conveying information, documenting activities, and establishing and maintaining collaborative working relationships with others.
- Develops, prepares and conducts workshops for parent educations, advocacy and engagement.
- Attends District and related interagency meetings.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Proficiency in performing a variety of challenging and complex tasks.
- Capacity to understand and respect the diversity of family economic, linguistic, and cultural backgrounds.
- Strong interpersonal, communication, and public speaking skills.
- Ability to take initiative in coordinating and organizing activities and events.
- Experience in the use of technology and proficiency in Office applications.
- Experience presenting to small and large audiences.
- Ability to accurately collect, organize, and maintain data and information for reports.
- Ability to establish and maintain effective working relationships with adults and children of diverse backgrounds.
- Must possess a valid California driver's license and have daily access to a reliable automobile.
- Flexibility to work evenings and/or weekends during parent and/or community events.
- Bilingual English/Spanish desired.

Education:

Bachelor's degree, including all courses to meet multi-subject teaching credential requirements.

*Management Salary Schedule: J
BOARD APPROVED: 04/17/24*