

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Parent Involvement Coordinator

**Classification:** Classified Confidential

**Reports to:** Department Administrator

**FLSA:** Non-Exempt

**Range:** Classified Confidential Salary Schedule

---

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to four years of college such as the following:

- Evaluations
- Work history
- Bachelor of Arts Degree

Three years experience in a field which involves working with the public and minority communities and a thorough knowledge of and experience in the community.

Licenses and other Requirements:

Valid California driver's license

### **SUMMARY**

Under the direction of the Director: Special Programs, assist in the engagement of parents and the community in the education and academic achievement of our children; focus on person-to-person interactions and practices; expand the knowledge, activities and expertise that exists in the district; support all areas as they relate to parent/community engagement.

### **SPECIFIC RESPONSIBILITIES**

1. Assist in developing a strategic plan and maintaining records of community and parent engagement in the education of CUSD students
2. Establish and maintain positive relationships with community entities, individuals and groups; promote effective communication with parents and the community; promote positive public relations; and identify resources for information and assistance.
3. Assist in the coordination of parent activities and provision of parent training across the district.
4. Assess community needs and interests and make recommendations for programs.
5. Make referrals to outside agencies as necessary.
6. Assist in planning and implementing multicultural events.
7. Provide orientation and materials for new parents.
8. Collaborate with parent site coordinator.
9. Coordinate educational workshops for parents (Family Literacy, Parent Expectations for Student Success, Parenting skills, culture etc.)
10. Make parental contacts related to school activities
11. Recommends, collects and provides special resource materials/activities
12. Assist in developing and implementing strategies to publicize parent programs.
13. Provide interpretation and translation services from English to a second language as necessary for parent outreach programs.
14. Operate a computer and other office equipment.
15. Attend meetings, in-services, and workshops.
16. Perform related duties as assigned.

## **SPECIFIC QUALIFICATIONS**

Should possess personal characteristics generally recognized as essential for good public employees, including integrity, initiative, dependability, flexibility, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Correct oral and written use of English and a designated second language.
- Interpersonal skills using tact, patience and courtesy.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program.
- Social services functions and activities.
- Health and safety regulations.
- District and community resources.

Ability to:

- Provide leadership for various teams (parents, community members, staff).
- Organize work and establish priorities.
- Establish and maintain cooperative working relations with students, adults and relate effectively with parents and community.
- Read, write and translate English and a designated second language.
- Work effectively with culturally and economically diverse individuals and groups.
- Learn and communicate the goals and general provisions of the program.
- Facilitate program development.
- Maintain records and prepare reports
- Meet schedules and timelines.
- Drive a vehicle.
- Perform clerical duties as necessary for record keeping.

## **PHYSICAL ABILITIES**

Willingness to work a flexible schedule, as needed.

Ability to lift or move boxes up to 10 pounds and, occasionally, up to 25 pounds.

Some evening meetings necessary

Driving own vehicle to conduct work

Daily contact with students, parents, teachers, administrators, community agencies, the general public, and community members.