

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: TITLE I - PARENT/STUDENT ENGAGEMENT - COORDINATOR

BASIC FUNCTION:

Under the direction of an assigned administrator, the Title I – Parent/Student Engagement – Coordinator will plan, organize, coordinate, administer, and account for the operations, activities, and support functions of the Title I and Foster/Homeless Youth programs. The coordinator will work with district office staff, principals, teachers, parents, and students to facilitate the program.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate, administer and account for the operations, activities and support functions of assigned Title I, engagement, and Foster/Homeless Youth programs; coordinate and direct resources, personnel and communications to assure smooth and efficient activities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures

Coordinate and direct personnel, resources, communications and information to meet District needs and enhance student engagement, learning, achievement, and educational effectiveness; direct the development and implementation of Title I programs, plans, projects, standards, services, strategies, goals, and objectives; participate in the development and implementation of the District strategic plan; assure proper and timely resolution of related issues and conflicts related to Title 1, parent and student engagement, and Foster/Homeless Youth.

Participate in the development, implementation, monitoring and evaluation of designated Title I, parent and student engagement, and Foster/Homeless Youth instructional programs and services and related activities, goals, objectives, projects, policies and procedures; assure proper and timely resolution of student, parental and staff issues and conflicts; visit sites and classrooms to monitor and provide advice concerning activities. Collaborate with district and school site staff to support and enhance programs, activities, and practices that relate to improving student readiness and engagement to improve overall student achievement and student social and emotional growth.

Coordinate with designees, social workers and school staff in the district to assist homeless and foster youth students with obtaining documents necessary to enter school. Network with community agencies to provide appropriate referrals to agencies and organizations, to include, but not limited to housing, health care, transportation, parenting support, victim services, and mental health supports. Collect and communicate to appropriate entities all data related to children and youth in homeless or foster youth situations. Coordinate with the district's homeless and foster youth liaison on legal matters, requirements, programs, and activities that relate to homeless and foster youth students and families.

Provide consultation and assistance to faculty, staff, parents, outside agencies, and the public concerning assigned instructional area and related programs and services; respond to inquiries and provide detailed information concerning related standards, requirements, practices,

MERCED CITY SCHOOL DISTRICT

techniques, laws, codes, regulations, policies and procedures. Post public notices of the educational rights of students in homeless or foster youth situations at appropriate places across the district so that access to the information is available.

Monitor and analyze operations and services for educational and financial effectiveness and operational efficiency; respond to administrators, staff and public input concerning student and parent engagement, educational needs and programs; oversee the research, development and implementation of the Title I and Foster/Homeless Youth programs, policies and procedures to enhance attendance, educational and financial effectiveness, and operational efficiency. Monitor attendance and truancy for students at-risk for academic achievement.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate staff and consultant work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Coordinate Title I, Parent and Student Engagement, and Foster/Homeless Youth activities, resources, communications and information between District administrators, personnel, school sites, outside organizations, Board members, consultants and various local, state and federal agencies; monitor, identify and develop services and programs to meet the educational needs of the District. Provide well-organized materials for homeless and foster youth to site-based personnel working with youth and children.

Assist with the development and preparation of the annual preliminary budget for Title I services and categorical programs; compile, analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; review, analyze and approve purchase requisitions, claims, budget requests and contracts as appropriate; research and obtain grants and other outside funding.

Direct and participate in the preparation and maintenance of a variety of reports, records and files related to the Title I, Parent and Student Engagement, and Foster/Homeless Youth programs; assure State-mandated reports are completed and submitted to appropriate governmental agency according to established time lines; prepare drafts of Board policies for review by the Superintendent.

Maintain current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws, code, regulations and pending legislature related to the Title I programs, chronic absenteeism and truancy, and McKinney-Vento Act; direct the modification of programs, functions, policies and procedures to meet local, State and federal requirements as appropriate; review, evaluate and implement new Title I services and practices as appropriate. Understand all federal guidelines as they pertain to the eligibility of children and provision of services for the McKinney-Vento Homeless and Foster Youth Programs.

Coordinate, attend and conduct a variety of meetings and committees; prepare and deliver oral presentations concerning assigned programs, services, operations and activities; represent the

MERCED CITY SCHOOL DISTRICT

District at local, regional and State meetings, events, boards, commissions, councils and conferences.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Appropriate Administrative Services credential as required by the California Commission on Teacher Credentialing.

KNOWLEDGE OF:

Interagency collaborative models and practices.

Welfare and institution codes.

Grant writing techniques.

Regulations and policies governing public agency service providers.

Evaluation models, data collection, and analyses used in monitoring program effectiveness.

Principles and practices of record keeping, documentation and reporting.

Community assessment techniques and models.

Services provided to students as related to general fund, special education, and categorical programs.

EDUCATION AND EXPERIENCE

Bachelor's Degree and all courses necessary to meet the credential requirement.

Masters's degree in Education Administration or Curriculum and Instruction preferred.

Five (5) years of responsible educational experience including two years of administrative service in a public school setting, preferred.

Experience working with collaborative partnerships, development of Memoranda of

Understanding between agency and private providers, and grant writing efforts preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Employees in this position must maintain insurability at the District's standard limits during the term of employment.

Bilingual (English/Spanish), preferred.

MERCED CITY SCHOOL DISTRICT

WORKING CONDITIONS:

ENVIRONMENT

Office environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials to accomplish assigned tasks of the job.

This position complies with the rules and regulations of the Americans with Disabilities Act (ADA).

Legal Reference: Education Code 35291

Policy Adopted: 3/13/2018