

## **ONTARIO-MONTCLAIR SCHOOL DISTRICT**

### **COORDINATOR, PARENT ENGAGEMENT AND COMMUNITY OUTREACH**

#### **DEFINITION:**

Under supervision of the Assistant Superintendent of Learning and Teaching or designee, the Coordinator of Parent Involvement and Community Partnerships will engage and increase parent involvement through workshops and trainings at the Parent Educational Center, supervise and evaluate staff, coordinate activities and events, support grants, align work with existing district programs, and build community partnerships which assist parents to engage their students academically, behaviorally and developmentally. The Coordinator will serve as a resource person to school sites and district office in matters related to parent/family involvement, parent/family support and the creation of family friendly schools throughout the District.

#### **EXAMPLES OF DUTIES:**

- Convey laws, regulations, and Local Control Accountability Plan requirements of parent engagement programs
- Maintain and update records of district parent education programs and provide a system of support for schools to access parent education materials and trainings in a timely manner
- Train staff to keep records regarding parent participation in parent programs/meetings
- Develop an annual parent training and event calendar for the OMSD Annual Parent Conference
- Coordinate, facilitate trainings, and supervise the Parent Educational Center staff
- Coordinate, facilitate and present at district parent meetings
- Attend and monitor parent education/involvement events at school/district sites
- Attend meetings in the community and county to forge partnerships with agencies which provide services and programs to our families
- Coordinate with Family and Collaborative Services on presenting information and services at district outreach consultant meetings, arrange for presentation on parent-generated topics and provide a venue for community agencies to reach out to families
- Communicate consistently with community agencies to confirm participation in speaker presentations
- Coordinate with CAFE on Project 2 INSPIRE (Parent Education & Leadership classes) services to participating schools
- Work on media related assignments (e.g., update the district/department website and coordinate with district public relations and OMSD TV, to provide parent presentations, materials and resources
- Align state and federal programs requirements with respect to Parent Involvement
- Work as an essential team member of the Learning and Teaching Division
- Direct the work of assigned staff

#### **ABILITY TO**

- Provide consultation to staff concerning assigned areas of responsibility
- Design, develop, implement and conduct Parent Educational Center training and staff development activities
- Prepare and deliver oral presentations, communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Integrate technology in all aspects of duties and assignments
- Analyze situations accurately and adopt an effective course of action
- Provide transportation to meetings and trainings away from assigned site

- Prepare and maintain various records, reports and files, and meet schedules and timelines
- Ability to effectively plan Parent Educational Center communications
- Ability to develop, conduct, and evaluate an effective parent involvement program
- Evaluate staff

**EDUCATION/CREDENTIAL REQUIREMENTS**

Possess a valid California Administrative Credential

Possess a valid California Multiple Credential or Single Subject with English learner authorization

Verification of Highly Qualified based on California Department of Education standards

**DESIRED REQUIREMENTS**

Familiarity with: District Programs, English learner programs, Common Core State Standards, English Language Development Standards, knowledge of Adult Learning Theory

Fluent in Spanish

**EVALUATION**

Performance of this job will be evaluated annually.

**LICENSE REQUIREMENT**

Possession of a valid California Motor Vehicle Operator's License

**CONDITION OF EMPLOYMENT**

Insurability by the District's liability insurance carrier

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

BOARD APPROVED: **June 4, 2015**