



Job Description
Prepared/Revised: **March 2026**

Job Title:	Family and School Partnership Coordinator	Job Code:	3117
Job Family:	Non-Certified	FLSA Status:	Exempt - P
Pay Program:	Administrative	Pay Range:	L13
Typical Work Year:	12 months		

SUMMARY: The Family and School Partnership Coordinator leads districtwide efforts to strengthen partnerships among staff, families, and community organizations in support of student success and district priorities. This role supports schools and departments by developing engagement strategies, facilitating professional learning for staff, and expanding access to resources and meaningful opportunities for families and community members. Through collaboration, program evaluation, and strategic communication, the position advances the district’s Equity and Engagement priorities and promotes inclusive school communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Job Tasks Descriptions	Frequency	% of Time
1. Leads school teams and district departments to plan and support family engagement initiatives aligned with district priorities. This includes coordinating professional learning, connecting families with school and community resources, and developing partnerships that expand opportunities for students, staff and families. The role works closely with school leaders, district leaders, SEL teams, and family outreach staff to ensure families, particularly those historically underrepresented, provide access to information, resources, and meaningful opportunities to engage in the school community.	D	20%
2. Evaluate district engagement programs by conducting surveys to assess the needs of families at their local school using the most current research and/or district; review annual reports to evaluate the effectiveness of their parental/familial involvement programs; develop, analyze, and distribute the results of parent surveys to the school’s leadership team and/or district level staff.	W	15%
3. Serve as a lead liaison between schools, families, the district communications team, and the community to support effective communication and engagement. Support the Department of Equity and Engagement in monitoring and evaluating student, staff, and family engagement efforts by maintaining records of activities, surveys, communications, and program evaluations in collaboration with district departments.	W	15%
4. Provide staff development with best practice instruction specific to Equity and Engagement as appropriate. Provide professional development support, training, coaching, walkthroughs with administrators and teachers to improve the implementation of the instructional programs and materials that support content curricula and district curriculum frameworks.	W	15%
5. Collaborates with the District's Communication department and the District Equity Team to support strategic projects to develop and deliver an Equity Action Plan that clarifies the diversity, equity and inclusion mission, key priorities, and benefits to internal and external audiences. This action plan will help inform and engage District employees, staff, teachers and community members in strategic Equity and Engagement programs and events.	W	15%
6. Plan and lead level specific standing committee meetings. Communicate information to all district stakeholders.	W	5%
7. Research and coordinate the selection of instructional materials in identified content area. Oversee the process for adopting instructional materials.	M	5%
8. Conduct program reviews, develop new programs and/or courses, and revise curriculum frameworks as needed to align with National or State Framework changes. Inform	Ongoing	5%

administrators and teachers about changes, best first instruction in the delivery, pacing, and implementation of the resources that are chosen.		
9. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in related field required. Master’s degree is preferred in a field relevant to the position such as educational leadership or school administration, family and community engagement, social work, education, public administration, or a related field.
- Five (5) years of experience in family engagement, community partnerships, equity and engagement, or related educational leadership roles in a school or district setting.
- Previous successful experience working with adult learners was preferred.
- Experience supporting multilingual families or working in culturally and linguistically diverse communities is preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to travel between district facilities within the required timeline.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent facilitation skills with the ability to engage students, adults, and families.
- Critical thinking and problem-solving skills.
- Demonstrated knowledge of racial consciousness and identity development, culturally responsive pedagogy, critical race theory, and the ladder of inference.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber- security with respect to student and staff data, and related information systems
- Personal computer and keyboarding skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities and tasks in a fast-paced environment with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work independently, demonstrate initiative, and support effective change management.
- Bilingual preferred

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and associated technology.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director-Equity and Engagement	3116

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- NA

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental factors and mental functions described below are representative of those that must be met by an employee to successfully perform the*

essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands and fingers, to handle or feel	X			
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	