Position: Coordinator III - Communications and Family Engagement	FLSA: Exempt	Work Days: 223
Reports to: Executive Director or Designee	Salary: Classified Management Salary Schedule – Range D	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Coordinator III - Communications and Family Engagement supports the development, coordination, implementation, and evaluation of programs and initiatives within the Communications & Family Engagement (CAFE) Department, including communications, mentoring programs, student voice, family engagement, and community partnerships. Works under the direction of the Executive Director to strengthen communication systems, increase family and community engagement, and provide opportunities for students to use their voice and participate in programs and activities in alignment with district goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Assist in developing, implementing, and coordinating districtwide systems, practices, and initiatives in the area of communications, family engagement, mentoring, student voice, and community partnerships.
- Support the development, organization, and alignment of CAFE programs, ensuring high-quality services for students, families, staff, and community partners.
- Develop and coordinate communications efforts, including content creation, social media updates, website updates, newsletters, events, fliers, graphics, videos, presentations, and outreach content.
- Maintain consistent and culturally responsive communication across schools, departments, and community platforms.
- Support implementation of student voice initiatives, youth leadership programs, and student engagement activities.
- Assist in planning, coordinating, and evaluating mentoring programs under CAFE's responsibilities to provide equitable access and high-quality experiences.
- Coordinate family engagement activities, workshops, events, and resources that support parent involvement and empower families as partners in their child's education.
- Build and maintain community partnerships that enhance district programs and expand opportunities for students and families.
- Coordinate and deliver training sessions for staff to enhance communication and family engagement strategies in support of students.
- Collect and organize data to evaluate program effectiveness, monitor engagement, and provide reports to the Executive Director and district leadership.
- Assist in managing departmental budgets, grants, and program resources, in alignment with district goals and compliance requirements.
- Coordinate logistics for district and community events, including forums, celebrations, workshops, student showcases, and public engagement initiatives.
- Serve as a liaison between schools, families, community organizations, and district leadership to support collaboration and problem-solving as directed.

- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to an Associate’s degree or higher from an accredited college or university with major course work in communications, public relations, education, public administration, marketing, or a related field.
- Experience: Three years of increasingly responsible experience in communications, public information, family engagement, student services, community outreach, expanded learning programs, or related areas in a public education or public agency setting, including experience coordinating programs, events, or multi-stakeholder initiatives.

LICENSES AND CERTIFICATES

- Valid California driver’s license required