

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Coordinator of Family Engagement

BASIC FUNCTION:

Under the general supervision of the Director of Social Emotional Support, the Coordinator of Family Engagement is responsible for providing family engagement programs, services, and support. The individual will provide professional development to staff in the area of family engagement, support the enhancement of policies and practices to enhance high-quality family and school district relationships, and will deliver direct student and family counseling and support services and connections to local resources.

ESSENTIAL DUTIES:

- Establish and maintain strong partnerships with local community resource providers and the bridging of services in order to connect families to local resources
- Represent LBUSD within community and school groups that directly support family engagement, such as the Boys and Girls Club of Laguna Beach, SchoolPower, PTA, and more
- Facilitate parent and community involvement in schools in ways that positively impact student learning
- Support the District English Learner Advisory Committee (DELAC) and English Learner Advisory Committee (ELAC)
- Attend school district or site meetings, school site council, workshops, and county meetings, when appropriate
- Provide prevention and intervention support directly to students and families in the areas of academic, personal and social, and college and career readiness
- Work with Cabinet in the development and coordination of LBUSD's family engagement plan
- Participate and lead data collection in PK-12 parent/guardian education needs
- Design and implement responsive parent/guardian workshops, education events, training, or programs that meet parent/guardian needs
- Provide complex case management for families requiring coordinated support services to meet student's needs
- Directly engage with families of new and prospective students to support their successful transition to LBUSD
- Develop and deliver professional development to staff to enhance and maintain positive parent-school relationships
- Conduct home visits to provide assistance to students and families who are in need of additional support
- Work with other stakeholders to develop strategies for increasing family involvement in the school community
- Work with staff to ensure families feel welcome and supported
- Maintain updated information on local family resources on the District website
- Participate in professional activities, conferences and research to keep informed of trends, practices and continued growth and development in services to support families and students who are at-risk
- Identify school program needs and assist in developing school strategies to meet student needs

OTHER REPRESENTATIVE DUTIES:

- Participate in professional development opportunities
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Effective models of parent engagement
- Crisis intervention techniques
- Social and service agencies in the local area
- Supporting students with special needs
- Child and adolescent growth and development
- Evidence-based parent education programs
- Prevention strategies for alcohol, tobacco, drugs and other risk behaviors
- Effective counseling strategies and child growth and developmental issues for families

Ability to:

- Prepare and present information in small and large group settings
- Collect and use data to assist in making program recommendations for students
- Communicate effectively, both orally and in writing
- Establish and maintain records
- Establish and maintain effective working relationships

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills and information
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Ability to work within short timelines
- Commitment to professional courtesy
- Commitment to high standards
- Commitment to professional responsibility
- High intrinsic motivation

MINIMUM QUALIFICATIONS:

Credential:

General Pupil Personnel Services or Standard Designated Services in Pupil Personnel Services.

Education/Experience:

Training and experience with an emphasis on family engagement. Master's Degree including all courses needed to meet credential requirements; two or more years of experience in school social work or school counseling services.

WORKING CONDITIONS:

Environment:

- Classroom, office and playground environments
- Moderate to loud noise levels
- Driving a vehicle to conduct work

Physical Requirements:

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 required to demonstrate:

- Ability to talk and hear to exchange information
- Ability to frequently stand; walk; use hands to finger, handle, or feel; and reach with hands and arms, and occasionally sit and stoop, kneel, or crouch
- Ability to frequently lift and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

Operation of Vehicles, Machinery and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

Mental and Emotional Requirements:

- Ability to understand, and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to learn the procedures functions and limitations of assigned duties
- Ability to collaborate and contribute to continuous improvement of business department
- Ability to identify office needs and engage in cross training to provide seamless customer service during team member absences

Work Year: 211 days

Salary Range: Certificated Coordinator Salary Schedule