

## **FAMILY/COMMUNITY DISTRICT EARLY CHILDHOOD COORDINATOR**

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**TITLE:** Family/Community District Early Childhood Coordinator

**REPORTS TO:** Associate Director of Early Childhood

**SUPERVISES:**

**JOB FUNCTION:** The Family and Community District Early Childhood Coordinator will plan, develop, implement and direct highly visible and proactive community early childhood involvement programs and activities in order to ensure community awareness of District early childhood proposals and programs and to provide the community with an opportunity for input. The Coordinator will be responsible for working with the community and district staff regarding family involvement, transition to kindergarten/primary, and the District Comprehensive Plan. The Coordinator will take part in early childhood workgroups to promote early childhood education in the community.

### **DUTIES AND RESPONSIBILITIES:**

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- Supports the implementation of the District's plan for community involvement and public engagement and provide annual reviews and updates.
- Identify community-based resources that could be used to facilitate coordination of family involvement by surveying families, school staff and the community to determine strengths and weaknesses of early childhood family involvement throughout the district and community.
- Identify community-based resources that could be used to facilitate coordination of family involvement with public school staff by having the Family Involvement Committee of each school review community organizations in the neighborhoods near their school site and open discussion with them about ongoing partnering opportunities.
- Identify community-based resources that could be used to facilitate coordination of family involvement with public school staff by making use

of television, newspapers, radio, transportation services, libraries, faith-based organizations, community service organizations, universities, etc., to run an extensive Public Relations campaign to make the entire school district aware of the need for community support as well as the current programs available for families with young children in our district.

- Continue to support the implementation of a joint parent/teacher culturally responsive training to involve parents with diversity training in conjunction with already existing programs.
- Develop a directory of methods (strategies, activities, programs) for contacting and engaging families in the district by compiling a “list of parent engagement strategies” based on school/family/neighborhood demographics, feedback from parent surveys, etc.
- Develop and implement workshops, seminars and forums that address timely topics, such as parent/teacher conferences/home visits, strengthening parents’ knowledge and skills as teachers of their own children, helping parents better interact with schools and school personnel, transition to kindergarten and primary.
- Assist schools in the development of the “Family/Community” component of their school improvement plan in regard to supporting early childhood in their community, i.e. Born Learning Academies and Strengthening Families Training.
- Coordinate efforts through school level contacts to monitor levels of parental involvement in the state-funded preschools and community activities.
- Work with schools and neighborhoods on initiatives to reach under represented parents in efforts to close the achievement gap.
- Participates in local and state early childhood groups to bring awareness to quality early childhood programs and school readiness.
- Provides support for community early childhood groups and agencies, including child care programs, to promote school readiness and activities with families.
- Participate in grant writing to bring early childhood initiatives to the district and neighborhoods.
- Maintains regular attendance.
- Performs other duties as assigned.

**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**KNOWLEDGE AND ABILITIES:**

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**KNOWLEDGE OF:**

- Principles and procedures associated with professional communications services.
- Methods of appropriate communication and media selection to communicate with diverse socio-economic population.
- Modern management methods and techniques.
- District department-school site relations.
- Parental involvement in the educational process.

**ABILITY TO:**

- Communicate with others and build positive, trusting and effective interpersonal relationships.
- Make recommendations and decisions and be responsible for those decisions.
- Perceive organizational implications of recommendations made by senior management staff.
- Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

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- Bachelor's degree in communication, education or related field
- Teaching certificate (preferred)