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**FAMILY/COMMUNITY DISTRICT COORDINATOR**

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**TITLE:** Family/Community District Coordinator

**REPORTS TO:** Director Community/SBDM/Equity and Government Support

**SUPERVISES:** Administrative Assistant

**JOB FUNCTION:** The Family and Community District Liaison will be responsible for supporting the District Wide Family Support Plan as described in the 2020 Vision Phase I Implementation Plan and the District Comprehensive Plan. The main goal is to plan, develop, implement and direct highly visible and proactive community involvement programs and activities in order to ensure community awareness of District proposals and programs and to provide the community with an opportunity for input.

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**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 with public school staff by surveying families and school staff to determine strengths and weaknesses of family involvement throughout the district.
- Coordinate monthly meetings with School FRYSC Coordinators to facilitate services to families.
- 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,

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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 in our district.

**DUTIES AND RESPONSIBILITIES (CONT.):**

- Continue to support the implementation 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.
- Supports the enhancement of the parent information booklet. The ultimate goal for each school is to develop a document that clearly spells out information about school operations, issues, needs, objectives and expectations. In addition, this booklet should include explanations of whom/when/how to contact school personnel for specific questions and concerns about the school and the student.
- Supports the creation or development of a timeline of events for the school year that gives information about the beginning of the year Open House, Parent Teacher Conferences, end of the year grading period, and grade level meetings at the beginning of each semester, FCPS-PTA day, etc.
- Develop and implement workshops, seminars and forums which address timely topics, such as parent/teacher conferences, primary program, school reform issues, strengthening parents’ knowledge and skills as teachers of their own children, helping parents better interact with schools and school personnel.
- Continue to provide education related to school governance for parents by providing training that qualifies parents to serve on councils by encouraging issue-based SBDM elections –curriculum, budget, activities, etc.
- Assist schools in the development of the "Family/Community" component of their school improvement plan.
- Coordinate efforts through school level contacts to monitor levels of parental involvement.
- Work with schools on initiatives to reach under represented parents in efforts to close the achievement gap.

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- 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 writing.

**EDUCATION AND EXPERIENCE:**

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- Bachelor's degree in communication, education or related field,
  - Teaching certificate (preferred)
  - Bi-lingual (preferred)
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*Original Date:* \_\_\_\_\_*Revision Date:* 07/2012*Revision Date:* 02/2016