

TITLE: Parent/Community Engagement Coordinator

CLASSIFICATION: SCHOOL/HOME/COMMUNITY LIAISON

QUALIFICATIONS:

- Bachelor's Degree
- Experience supporting individuals from diverse populations
- Parenting or Employment experience including examples of engagement in educational settings.
- Must meet the requirements for a criminal record check as specified by Kentucky State law.
- Must meet health requirements as specified in district personnel policy.

BASIC FUNCTION:

Support student success by engaging and educating families or community partners to meet student needs.

REPORTS TO: Assistant Superintendent or Designee

REPRESENTATIVE DUTIES:

- ❖ Organize and host educational sessions on relevant topics for student success.
- ❖ Conduct community outreach events to build positive relationships with families and/or connect students to community resources.
- ❖ Conduct home visits to make connections with families and students.
- ❖ Monitor, evaluate, and refine strategic actions related to parent/community engagement.
- ❖ Establish and maintain working relationships with school and district personnel in order to connect families/students to resources, individuals, and/or community partners.
- ❖ Coordinate with schools to identify and support parent/community engagement with specific students.
- ❖ Assist in collaborative problem solving with parents and other family members as necessary to increase positive relationships with families.
- ❖ Serve as a liaison between families and schools, as needed.
- ❖ Develop and distribute program material and literature to inform students/parents/guardians on relevant topics as determined by district leaders.
- ❖ Promote stakeholder feedback opportunities and assist in follow-up action planning.
- ❖ Monitor and evaluate program effectiveness, follow-up on specific cases as necessary.
- ❖ Plan, organize and implement a community program for a school or the District office.

- ❖ Maintain records and prepare reports.
- ❖ Perform related duties as assigned.

CRITICAL SKILLS/EXPERTISE REQUIRED:

KNOWLEDGE OF:

- Support services between the student, families, and the school
- Specific program to which assigned.
- Record-keeping techniques.
- Operation of a computer terminal and data entry techniques.
- Oral and written communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience, courtesy, and relationship building.

ESSENTIAL JOB FUNCTIONS:

ABILITY TO:

- Coordinate assigned activities to address student issues or develop family engagement programs
- Travel to student homes and interact with parents.
- Assist with responsible duties for a specific program.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Operate a computer terminal.
- Learn, apply and explain policies, procedures, rules and regulations.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.
- Meet schedules and timelines.

TERMS OF EMPLOYMENT:

- ☐ Work year is comprised of 205 days employment with 10 paid holidays as designated by current school calendar and board policy.
- ☐ Salary commensurate with adopted classified admin personnel salary schedule. (Compensation Level 2E)
- ☐ Sick leave, emergency leave, and personal leave as stated in board policy.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of classified personnel.