

Rationale for Opportunity and Access Coordinator Title Change

The Coordinator, Parent Relations position will be retitled Coordinator, Family and Community Engagement. The new title better reflects the responsibilities associated with the role, and they have been updated. However, qualifications have not been adjusted, and a pay grade increase is not warranted.



Revised: 07/01/2026
Submitted: 02/10/2026
06/30/2026

JOB TITLE:	COORDINATOR PARENT RELATIONS FAMILY AND COMMUNITY ENGAGEMENT
DIVISION	OPPORTUNITY AND ACCESS
SALARY SCHEDULE/GRADE:	II GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8650
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

~~Plans, organizes, executes, and/or coordinates various parent relations programs, projects, initiatives, and activities; and works with the Fifteenth District PTA, local PTA units, schools, and other District staff to increase parent/school interaction. Additionally oversees the Volunteer Talent Center.~~ Responsible for planning, implementing, supervising, and maintaining the Clothing Assistance Program (CAP). Accountable for compliance with district, state, and federal mandates/goals. Establishes and maintains effective and efficient operations that provide safe, positive, and healthy support for direct services to families and children. Directs, supervises, and evaluates the programs and work of all assigned personnel. Serves as a JCPS liaison for 15th District PTA.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Plans, coordinates and/or implements various parent relations activities, projects, programs, and initiatives~~ Provides leadership to and direct supervision of a district-wide resource hub that serves families, students, and employees.

~~Works with schools, other District personnel, and PTA units in the development of plans to increase parent-school interaction~~ Supervises service, maintains records, manages inventory, and holds responsibility for outcomes of all student and family visits.

~~Provides staff support and technical assistance to schools, local PTA units, and the Fifteenth District PTA; e.g., preparation of newsletters, operation of the PTA Clothes Closet~~ Promotes overall operational efficiency of CAP, optimizing service and support of K-12 school students and families.

~~Works with the Fifteenth District PTA, Principals and local PTA units to orient and train PTA officers and units.~~ Maintains communication with the community, school leadership, nonprofits, and shelters to remove barriers and improve access and opportunity among the district's most marginalized groups (homeless, foster care eligible, immigrant/refugee, and others who are underserved).

~~Establishes and maintains collaborative work relationships with school District personnel who work in the areas of early childhood education in order to effectuate programs and services which facilitate a smooth transition into parent involvement programs at the elementary school level~~ Recruits, instructs, and supervises a core volunteer unit that operates CAP. Ensures core volunteer group has updated background checks and has met all compliance requirements. Recruits, instructs, and supervises guest volunteer groups for periodic visits and special events.

~~Develops and implements 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~~ partnerships and agreements with corporate and nonprofit groups to acquire goods, products, and materials for distribution. Provides all processing, inventory, monitoring, and coordination of items, including all necessary reporting and compliance.

~~Represents the District at the local, state, and national level in organizations and at various functions; e.g., the Kentucky Association of School Councils, Chapter 2 Advisory Task Force, the Kentucky Coalition of School Volunteer Organizations, the Parents As Teacher (PAT) program and conferences~~ Serves as school district liaison on the Board of Directors for the 15th District Parent Teacher Association (PTA). Assists and consults with PTA on districtwide operations, such as Reflections, training, Spelling Bee, Awards Banquet, and other family and community engagement functions as needed.

Works with schools and PTA units to develop various forms of parent support groups Serves as building manager for 1400 West Jefferson Street, monitoring facility and grounds safety, security, and compliance issues and submitting necessary work orders. Responsible for updating communications and marketing materials for CAP and PTA.
Works collaboratively with advocates, schools, Family Resource Center Coordinators and other staff persons who work with parents and families to facilitate open dialogue about parent involvement issues in the District and to develop a comprehensive, coordinated approach to parent involvement Serves as building manager for 1400 West Jefferson Street, monitoring facility and grounds safety, security, and compliance issues and submitting necessary work orders.
Completes all trainings and other compliance requirements as assigned and by the designated deadline Operates the districtwide vision voucher program, including all necessary reporting and compliance.
Evaluates staff as assigned
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes, and gases~~ This position occasionally (up to 25% of the workweek) requires the following physical activities: balancing, climbing, crawling, and crouching. The following physical activities are required up to 50% of the workweek: lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Bending, crouching, feeling, grasping, hearing, kneeling, and talking are frequently required (up to 75% of the workweek). Reaching, standing, repetitive motion, walking, and visual acuity are constantly required inside the facility and on the grounds (up to 100% of the workweek). Compliance with standard operating procedures regarding electric pallet jacks, stackers, lifts, and other warehouse tools is imperative. This worksite is a two-story building with no elevator. The ability to climb and descend stairs (up to 100% of the work week) is required.

MINIMUM QUALIFICATIONS

Bachelor's degree with at least one year's experience in a related field

Ability to establish and maintain rapport with people from varying lifestyles and various community groups

General knowledge of the district's programs, operations, practices and procedures

Effective communication skills

DESIRABLE QUALIFICATIONS

Extensive knowledge of the dynamics and mores of the district and the Jefferson County community

Good organization and planning skills

Experience in a diverse workplace



Revised: 07/01/2026
Submitted: 06/30/2026

JOB TITLE:	COORDINATOR FAMILY AND COMMUNITY ENGAGEMENT
DIVISION	OPPORTUNITY AND ACCESS
SALARY SCHEDULE/GRADE:	II GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8650
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Responsible for planning, implementing, supervising, and maintaining the Clothing Assistance Program (CAP). Accountable for compliance with district, state, and federal mandates/goals. Establishes and maintains effective and efficient operations that provide safe, positive, and healthy support for direct services to families and children. Directs, supervises, and evaluates the programs and work of all assigned personnel. Serves as a JCPS liaison for 15th District PTA.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides leadership to and direct supervision of a district-wide resource hub that serves families, students, and employees.
Supervises service, maintains records, manages inventory, and holds responsibility for outcomes of all student and family visits.
Promotes overall operational efficiency of CAP, optimizing service and support of K-12 school students and families.
Maintains communication with the community, school leadership, nonprofits, and shelters to remove barriers and improve access and opportunity among the district's most marginalized groups (homeless, foster care eligible, immigrant/refugee, and others who are underserved).
Recruits, instructs, and supervises a core volunteer unit that operates CAP. Ensures core volunteer group has updated background checks and has met all compliance requirements. Recruits, instructs, and supervises guest volunteer groups for periodic visits and special events.
Develops partnerships and agreements with corporate and nonprofit groups to acquire goods, products, and materials for distribution. Provides all processing, inventory, monitoring, and coordination of items, including all necessary reporting and compliance.
Serves as school district liaison on the Board of Directors for the 15th District Parent Teacher Association (PTA). Assists and consults with PTA on districtwide operations, such as Reflections, training, Spelling Bee, Awards Banquet, and other family and community engagement functions as needed.
Responsible for updating communications and marketing materials for CAP and PTA.
Serves as building manager for 1400 West Jefferson Street, monitoring facility and grounds safety, security, and compliance issues and submitting necessary work orders.
Operates the districtwide vision voucher program, including all necessary reporting and compliance.
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
This position occasionally (up to 25% of the workweek) requires the following physical activities: balancing, climbing, crawling, and crouching. The following physical activities are required up to 50% of the workweek: lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Bending, crouching, feeling, grasping, hearing, kneeling, and talking are frequently required (up to 75% of the workweek). Reaching, standing, repetitive motion, walking, and visual acuity are constantly required inside the facility and on the grounds (up to 100% of the workweek). Compliance with standard operating procedures regarding electric pallet jacks, stackers, lifts, and other warehouse tools is imperative. This worksite is a two-story building with no elevator. The ability to climb and descend stairs (up to 100% of the work week) is required.

MINIMUM QUALIFICATIONS
Bachelor's degree with at least one year's experience in a related field

Ability to establish and maintain rapport with people from varying lifestyles and various community groups
General knowledge of the district's programs, operations, practices and procedures
Effective communication skills

DESIRABLE QUALIFICATIONS
Extensive knowledge of the dynamics and mores of the district and the Jefferson County community
Good organization and planning skills
Experience in a diverse workplace

Opportunity and Access Job Family II, Grade 5 Coordinator Title Change

Employee Name	Position Title/Number of Days	Bargaining Unit (Salary Schedule)	Number of Positions	Position "Add" or "Delete"	Salary	Fringes	Total
Incumbent	Coordinator, Parent Relations	CLAS	1	Delete	\$ 84,559	\$ 4,465	\$ 89,024
Incumbent	Coordinator, Family and Community Engagement	CLAS	1	Add	\$ 84,559	\$ 4,465	\$ 89,024
TOTAL					\$ -	\$ -	\$ -