

# Ravenswood City School District

## Position Description

### **TITLE: Coordinator of Family and Community Engagement**

#### **Job Purpose Statement:**

Under the direct supervision of the Director of Student Services, the Coordinator of Family and Community Engagement develops and coordinates opportunities for parent and family engagement in a variety of ways, including professional learning, shared responsibility and leadership, volunteering, and capacity-building to support student academic success, learning at home and the effective navigation through the educational system.

#### **Essential Job Functions**

- Coordinate and develop regional and community partnerships, educational institutions and health agencies for better understanding, communication and development of programs to support parent engagement and vital district initiatives.
- Coordinate the creation and development of district-wide parent two-way communications to support the overall instructional program to include the parent/community member LCAP surveys and any other district parent survey.
- Provide training in conducting public meetings.
- Identify specific parent engagement practices and programs to increase the level and frequency of parent engagement.
- Develop and maintain a parent involvement calendar that aligns with the Instructional Services calendar.
- Prepare and publish applicable portions of parent newsletters and communications.
- Ensure federal and state compliance with parent involvement mandates.
- Oversee implementation of a coordinated volunteer initiative to increase volunteers and resources to local schools including matching of volunteers to opportunities and volunteer training.
- Support district Wellness Policy and implementation, and support communication of policy.
- Coordinate and support parent education for schools in the district.
- In collaboration with district departments and outside agencies, coordinate professional learning opportunities for teachers, support staff, and administrators in effective strategies for creating a welcoming environment, establishing home-school communication, developing cultural competency, and ensuring the inclusion of all students and their families.
- Promote parents as partners by involving them in the decision-making process regarding parent involvement activities and school improvement to include the LCAP Stakeholder Parent Leadership Team, DAC, and DELAC.
- Coordinate and facilitate the District English Learner Advisory Committee (DELAC).
- Monitor the establishment of site-level English Learner Advisory Committees (ELAC), and assist in recruitment and support.
- Keep records of all parent and family engagement activities, reports, surveys, and communications.
- Represent the district at state and county meetings related to parent outreach activities and resources.

- Provide workshops and seminars for parents and families at the site and districts levels on a regular basis.
- Coordinate, monitor, and evaluate resources that support parent and family engagement activities, including training materials and communication tools and systems.
- Work with district staff to publicize, communicate, and post events on the district website and other forms of media.
- Provide technical assistance related to parent and family engagement as needed at the site, district, and community levels.
- Recruit volunteers from the learning community to host various workshops and classes that meet the diverse cultural and linguistic needs of our parent community.
- Create opportunities for parents who have limited English proficiency, a disability or are underrepresented to participate in education initiatives and enrichment workshops.
- Support Student Service Memorandums of Understanding with agencies.
- Work in collaboration with all departments to ensure consistent messaging, support for families and community in district instructional focus areas and student support.
- Other related duties as assigned.

**Knowledge, Abilities and/or Physical Requirements:**

- **KNOWLEDGE OF:**
  - Family engagement frameworks, research, and literature.
  - Strategies for fostering a culture of inclusion, respecting the diversity of families' economic, linguistic and cultural backgrounds.
  - Effective presentation strategies and facilitation skills.
  - Applicable state and federal laws, regulations, and compliance requirements governing parent engagement policies and practices in California.
  - Adult learning strategies and parent engagement strategies.
- **ABILITY TO:**
  - Relate to the needs of students and families of varying ethnic, cultural, educational, and socio-economic backgrounds.
  - Maintain a learner stance within departments and stakeholder groups and collaborate with multiple stakeholders across content areas, administrators, district support, and other partners.
  - Prepare and deliver clear and concise presentations (oral and written) to a variety of audiences (colleagues, cross-department personnel, teachers, administrators, etc.), particularly around instructional materials, guidance, and strategies.
  - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
  - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
  - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
  - Meet District standards of professional conduct as outlined in Board Policy.

- **EDUCATION AND/OR EXPERIENCE:** Bachelor's degree from an accredited college or university; Master's degree preferred or equivalent experience. Experience in building community partnerships and/or parent engagement initiatives in an education setting. Experience working with diverse groups of stakeholders including certificated and classified staff, site administrators, parents, students, business partners, and community members. Bilingual/Multilingual preferred.
- **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

**License, Certification, Bonding, and/or Testing Requirements:**

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

**Working Conditions:**

- **ENVIRONMENT:** Office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Potential for contact with bodily fluids, blood-borne pathogens, and communicable diseases. Exposure to anti-social behavior. Driving a vehicle during adverse weather conditions.

**Reports to:**

- Director of Student Services

**Work Year:**

- 11 months

**Salary Placement:**

- Range 4 of the Management Salary Schedule

**Evaluation:**

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified Management.