

COORDINATOR, SPECIAL PARENT PROJECTS

OVERALL RESPONSIBILITY

Under general direction, provide leadership and assume responsibility in the coordination and implementation of the District's Parent Ambassador Program and the preparation for program quality reviews. Expand the district's reach to strengthen and increase parent engagement, to build relationships, and assist with connecting student and parents to external and internal supports available to families.

SPECIFIC RESPONSIBILITIES

1. Establish the Parent Ambassador Program components including staff assignments and locations.
2. Facilitate leadership/advocacy trainings and other related meetings.
3. Collaborate with site administrators, personnel, parents and outside organizations to assist with the expansion of parent engagement and outreach.
4. Assist with recruiting and encouraging parents to participate in various school and districtwide trainings/workshops, activities and parent events including but not limited to trainings such as parent café's, "Parents Leading Change" meetings, and other parent-related events.
5. Assist with connecting students and parents to external and internal support services that may be beneficial to families.
6. Assist with implementation of various programs and activities designed to enhance parent support services, and utilize resources to assist with development of parent programs.
7. Monitor assigned staff in conjunction with site administration.
8. Provide recommendations for improving and developing the processes of parent support programs and activities at schools and district-wide.
9. Supervise the development and implementation of all record keeping, data collection and reporting.
10. Plan, develop and implement a schedule for personnel and assigned events.
11. Prepare reports as directed.
12. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
13. Perform other duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

COORDINATOR, SPECIAL PARENT PROJECTS (continued)

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Exceptionally strong organizational, interpersonal and communication skills.
- Demonstrate creativity, flexibility and comfort in working within the community.
- Knowledge of effective team building strategies and techniques.
- Knowledge of applicable community resources, including, but not limited to, the structure and operation of human service and health care agencies, schools and community-based organizations.
- Knowledge of the concepts of culture and cultural diversity and an ability to relate to a variety of ethnic and cultural groups in an effective manner.
- Knowledge of and ability to apply effective supervision techniques.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.
- Knowledge of and ability to use word processing, database and spreadsheet software programs to develop and produce correspondence, reports, publications, presentations and projects.
- Ability to effectually communicate orally in large and small group settings.

Experience

Minimum Requirement:

- Two years successful experience performing management duties and responsibilities in a business, educational, or community service environment, and/or equal experience in a non-management capacity developing and implementing support programs.
- Experience working with people of diverse economic and ethnic backgrounds.

Desirable Qualifications:

- Two years of experience providing support services in an educational environment.

Education/Credentials

Minimum Requirement:

- Bachelor's Degree or any combination of education and experience related to the position

Desirable Qualifications:

- Bachelor's Degree from an accredited College or University with specialization in social science, humanities or sociology or related disciplines.

License Minimum Requirement:

- Valid California Driver's License

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to sit or stand for prolonged periods of time.
- Sufficient physical ability to reach horizontally and vertically with arms.

REPORTS TO:

Director, Student, Parent & Community Support Services or designee

Cabinet Approved:

Board Approved: