

MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC#

COORDINATOR, PARENT ENGAGEMENT & OUTREACH

OVERALL RESPONSIBILITY

Under general supervision, assist in the development, coordination, and implementation of District Intervention Plans to support student behavior and attendance. Collaborate with schools to implement grant activities designed to reduce suspension/expulsion. Work with families and the community at large to increase engagement with students and schools.

SPECIFIC RESPONSIBILITIES

1. Meet with students and families to develop objectives and goals, prepare contracts, and develop timetables to improve school achievement and attendance.
2. Provide broad-based trainings to school staff, agency personnel, parents, and community members regarding youth, family, and school-related safety, social-emotional and mental health issues, including but not limited to Restorative Justice, trauma-informed schools, Positive Behavior Intervention Supports and other research-based interventions.
3. Implement, monitor, and produce reports regarding activities outlined in grants associated with District Intervention Plans.
4. Coordinate with site administrators and staff to develop tiered, research-based intervention and support to assist with social and emotional well-being and reduce discipline for students with behavior issues that impact school success and achievement.
5. Compile data and reports to identify students needing intervention, including data related to positive behavior interventions and other interventions used to reduce suspension/expulsion. Compile data and reports to measure program implementation and outcomes regarding interventions to reduce suspension/expulsion at targeted sites.
6. Collaborate and coordinate with multiple community agencies to implement activities consistent with grant requirements and expectations.
7. Develop, implement, and measure the effectiveness of strategies to increase community involvement and parent participation at targeted school sites.
8. Assist with application procedures for grants that are appropriate to the position.
9. Create booklets, brochures, posters, flyers, certificates, notices, and other documents related to the District's intervention efforts to inform staff, parents, and community stakeholders about programs and services.
10. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
11. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

COORDINATOR, PARENT ENGAGEMENT & OUTREACH (continued)

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of and ability to work with disadvantaged youth and their families.
- Knowledge of and ability to apply problem solving processes and techniques.
- Knowledge of and ability to develop and implement education, youth development, and other programs consistent with intervention efforts and grant expectations.
- Knowledge of student and family needs assessment strategies and procedures that will effectively measure the health, psychosocial, and educational needs of students and families.
- Knowledge of effective team building strategies and techniques.
- Knowledge of public information principles and techniques, including an awareness of community needs, interests, and concerns.
- Ability to use various software programs to create brochures, flyers, posters, and publications as noted.
- Knowledge of and ability to apply laws, codes, policies, and regulations as necessary.
- Knowledge of community resources and programs that serve the needs of disadvantaged children and families.
- Ability to compose clear, complete, and concise correspondence and reports independently using correct grammar, syntax, punctuation, and spelling.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to effectually communicate orally in large and small group settings.

Experience

Minimum Requirements:

- Two years successful experience performing duties and responsibilities in a business, educational, or community service environment, and/or equal experience in a non-management capacity developing and implementing intervention or support programs for at-risk students.
- Two years experience providing support services in an educational environment.

Education/Credentials

Minimum Requirement:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

Desirable Qualifications:

- Bachelor's Degree from an accredited College or University
- Master's Degree from an accredited College or University in social work
- Counseling Degree from an accredited College or University

License

Minimum Requirement:

- Valid California Driver's License

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print
- Sufficient hearing to hear normal conversational speech on and off the telephone
- Ability to speak in a voice that can be clearly heard on the telephone and in face-to-face conversations.
- Sufficient dexterity to print or write legibly; operate stationery and handheld telephones; type, use computer keyboard, typewriter, and other business machines.
- Sufficient physical ability, strength, mobility and stamina to stand, walk, and drive a vehicle.

REPORTS TO:

Chief Communications Officer or designee

Cabinet Approved:

Board Approved: