

## **COORDINATOR II: PARENT AND FAMILY ENGAGEMENT (Language Development Programs)**

### **DEFINITION**

Under the general direction of the Coordinator of Language Development Programs, serves as a resource to schools, families, and students from Preschool through 12<sup>th</sup> grade.

This Coordinator collaborates with the Coordinator of Language Development Programs to support the needs of all staff in the Language Development Programs; 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 DUTIES AND RESPONSIBILITIES**

Other duties may be assigned.

- Develops, coordinates and implements research-based strategies to strengthen family engagement activities at the site, district, and community levels
- Provides 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
- Collaborates with MTSS programs and other parent involvement programs in coordinated efforts for parent and family engagement activities and resources, working to develop community-based initiatives districtwide
- Evaluates and supervises district Community Liaisons
- Recruits, trains, and evaluates district Short-Term Interpreter Support staff
- Coordinates, monitors, and evaluates resources needed by district staff, sites, and departments to meet state and federal requirements for translations and other language support
- Annually evaluates the effectiveness of parent outreach efforts:
  - Clarifies intended learning and program objectives
  - Develops success criteria and LCAP metrics for parent and family engagement activities
  - Conducts surveys to assess the needs of parents at the site and district levels
  - Gathers, analyzes, and shares family and community members' feedback with district leadership
- Promotes parents as partners by involving them in the decision-making process regarding parent involvement activities and school improvement
  - Coordinates and facilitates the District English Learner Advisory Committee (DELAC)
  - Monitors the establishment of site level English Learner Advisory Committees (ELAC)
- Keeps records of all parent and family engagement activities, reports, surveys, and communications
- Represents the district at state and county meetings related to parent outreach activities and resources
- Provides workshops and seminars for parents and families at the site and districts levels on a regular basis
- Coordinates, monitors, and evaluates resources that support parent and family engagement activities, including training materials and communication tools and systems (i.e. Canvas Page, learning software, etc.)
- Works with district staff to publicize, communicate, and post events on district web-site
- Provides technical assistance related to parent and family engagement as needed at the site, district, and community levels
- Recruits volunteers from the learning community to host various workshops and classes that meet the diverse cultural and linguistic needs of our parent community
- Creates opportunities for parents who have limited English proficiency, a disability or are underrepresented to participate in education initiatives and enrichment workshops

### **QUALIFICATIONS**

### **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
- Applicable state and federal laws, regulations, and compliance requirements governing parent engagement policies and practices in California
- State funding allocation methods

**ABILITY TO:**

- Communicate and collaborate effectively with diverse groups and audiences
- Analyze complex situations and prepare response alternatives for consideration by decision making groups
- Collaborate with other agencies in planning and implementing effective programs, including staff and parent trainings, within established budget constraints.
- Promote flexibility and resiliency through thinking critically and creatively

**CREDENTIAL:**

Valid California teaching or other related Services credential  
 California Administrative Services or other related Services credential.

**EDUCATION and/or EXPERIENCE**

- Three years of successful, relevant education related work experience
- A Master's degree from an accredited college or university is preferred
- Possession of a valid California driver's license.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear; the employee is occasionally required to walk; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate

**7/2017**