

COORDINATOR IV: COMMUNITY ENGAGEMENT/FOSTER YOUTH & MCKINNEY-VENTO LIAISON

DEFINITION

Under the general direction of the Executive Director of Student Support Services, the Community Engagement Coordinator fosters strong partnerships between the Irvine Unified School District, families, students, and the broader community. This position serves as the district's Foster Youth and McKinney-Vento Liaison, ensuring that students experiencing homelessness or in foster care receive equitable access to educational opportunities, resources, and support services. This role is integral to promoting equitable access to district programs and curricula, ensuring that all students thrive academically, socially, and emotionally within a safe and supportive learning environment.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Community Engagement

- Collaborates with other parent involvement programs and city/county resources for students and family resources
- Develops, coordinates, and implements research-based strategies and community resources to strengthen family engagement activities
- Evaluates and supervises district Community Liaisons
- Promotes parents as partners and provides equal opportunity for all parents, by involving them in the decision-making process regarding parent involvement activities and school improvement
- Provides workshops and seminars for parents and families on engagement strategies, safe and inclusive learning environments, school climate and culture, cultural responsiveness, and cultural competency
- Plans, organizes, and executes community engagement activities, including family outreach events, cultural celebrations, volunteer programs, and district-wide initiatives.
- Serves as a liaison between the district, parents, community organizations, and local businesses to strengthen relationships and resources.
- Develops communication strategies to share district programs, events, and opportunities through newsletters, social media, and community presentations.
- Coordinates volunteer recruitment, and training programs.
- Supports school sites in implementing engagement strategies tailored to their unique communities.
- Supervises and coordinates community liaisons.
- Collects and analyzes feedback from stakeholders to improve engagement efforts.
- Represents the district at community meetings, forums, and public events.

Foster Youth & McKinney-Vento Liaison

- Identifies and verifies eligibility of students under the McKinney-Vento Homeless Assistance Act and foster youth provisions.
- Ensures immediate enrollment and removal of barriers to school attendance, including transportation, school supplies, and access to meals.
- Coordinates with school staff, social workers, and community agencies to provide academic, social-emotional, and wraparound support services.
- Advocates for the educational rights of foster youth and students experiencing homelessness.
- Maintains accurate records and submit required reports to state and federal agencies.
- Provides training to school staff on the rights, needs, and supports available for these student populations.
- Monitors student progress and intervene when additional support is needed.
- Coordinates with community agencies, social workers and schools sites to support students and families.
- Identifies needs of students and/or families and connect to appropriate resources including attending meetings as an advocate.

QUALIFICATIONS GUIDE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Family engagement frameworks, research, and literature
- Knowledge of McKinney-Vento and foster youth educational rights and related laws.
- Applicable state and federal laws, regulations, and compliance requirements regarding student attendance and truancy response policies and practices in California
- Strategies for fostering a culture of inclusion, respecting the diversity of families' economic, linguistic and cultural background
- Counseling and conflict mediation strategies
- Alternative educational and intervention programs within and beyond the District
- Due process requirements, truancy prevention, and drop-out recovery programs
- Effective presentation strategies

Ability to:

- Establish and maintain cooperative and effective working relationships with all those contacted in the course of assigned duties
- Communicate effectively both orally and in writing with the community and all school district and school site personnel
- Analyze complex situations and prepare response alternatives for consideration by decision making groups
- Operationalize engagement strategies into effective and efficient protocols that can be replicated at the site level
- Strong interpersonal, communication, and advocacy skills
- Ability to work collaboratively with diverse populations and stakeholders
- Proficiency in digital communication tools and social media platforms
- Operate computer related equipment
- Prepare comprehensive narrative and statistical reports.

EDUCATION/EXPERIENCE:

- Credential: Valid California administrative credential
- Education: Master's degree or higher
- Experience: 5 years teaching or equivalent and 3-5 years of successful administrative experience with a record of leadership in an educational setting

Licenses and other Requirements:

- Valid California Administrative Services Credential.
- 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 stand; walk; sit; use hands to finger, handle, and feel objects, tools, and controls; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl; talk and hear; and taste and smell.

The employee must occasionally lift and/or move up to 10 pounds. 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.

While performing the duties of this job, the employee regularly works in outside weather conditions.

The noise level in the work environment is usually moderate.

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