

Job Title: **Parent Engagement Coordinator**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **June 2013**

Job Code: **1062**
 FLSA Status: **Exempt:P**
 Pay Range: **L05**
 Work Year: **12 months**

SUMMARY: Serves as the liaison between school and parents, relaying the needs of one to the other; advises and trains parents on how to address issues with the leadership staff in school meetings; serves as a school-based intermediary contact for concerns and comments made by parents and community members; provides referrals to community-based services for families; expands opportunities for continued learning, voluntary community service and civic participation; develops community collaborations; promotes sharing of power with parents as decision-makers; helps parents understand the educational system so they can become better advocates for their children’s education; maintains parent resource center.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.*

Job Tasks Descriptions	Frequency	% of Time
1. Create a process for establishing professional development needs to parents and staff on best practices in parent engagement. Develop and provide the professional development workshops, classes, and activities determined by the needs analysis; recruit volunteers from the community to host various workshops and classes. Create opportunities for parent who have limited English proficiency, a disability or are underrepresented because of social economics or racial barriers to participate in education initiatives and enrichment opportunities. Monitor and ensure that professional development complies with local, state, and federal regulations and policies.	D	20%
2. Develop and initiate collaborations between schools, our district, and community organizations to facilitate the use of community resources by parents/families as needed. Collaborate with district departments to ensure an updated inventory of school and community partnerships is maintained.	D	15%
3. Responsible for BOE Policy 2.10 monitoring report. Responsible for meeting the requirements for Title I and Title III parent engagement (see key requirements list). Responsible for meeting State Accountability requirements, support BOE and Superintendent Policy. Support executive director evaluation of principals on parent engagement efforts. Monitor and evaluate parent engagement efforts at the district level. Maintain records of all parent involvement activities, reports, surveys, funding, annual program evaluations, and communications to parents.	D	20%
4. Evaluate our district parent engagement program by conducting surveys to assess the needs of parents at their local school and/or district; review annual reports to evaluate the effectiveness of their parental involvement programs; develop, analyze, and distribute the results of parent surveys to the school’s leadership team and/or district level staff.	D	15%
5. Facilitates public relations by serving as the point of contact and a liaison between the schools, parents, and community.	D	15%
6. Focus communication efforts to regularly engage and inform Adams 12 students, families, and community members of district strategies and initiatives, as well as state and federal rights and responsibilities.	D	14%
Perform other duties as assigned.	Ongoing	1%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree with a major in a related trade or field or four (4) years of specific related experience may be substituted for this educational requirement.
- Minimum of three (3) years of experience working with community and/or parent groups (in addition to the above if experience if used in lieu of a degree).
- Bilingual (Spanish) strongly preferred.
- Master’s degree preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver’s license and/or ability to travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to work with students with diverse backgrounds and abilities.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Grants and Federal Programs/Title Director	5036/4091

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk			x	
Sit			x	
Use hands to finger, handle or feel		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds	x			
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate				x
Instruct				x
Compute				x
Synthesize				x
Evaluate				x
Interpersonal Skills				x
Compile				x
Negotiate				x

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	