

EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: Coordinator of Parent and Family Engagement

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Coordinator of Parent and Family Engagement will work with the Director of Communications and Community Engagement reporting directly to the Superintendent to meet the goals of the District. Specifically, the focus will be on establishing programs and systemic approaches that lead to increasing the proficiency levels of our English Learner student population as well as improving academic achievement for ALL through the development and administration of a robust parent and family engagement program.

SUPERVISOR: Reports to the Superintendent

SPECIFIC FUNCTIONS AND DUTIES

Conduct annual language survey and submission to report to the state

Coordinate and collaborate with the Director of Data and Assessment of student placement for short term ELLs to provide timely communication and notifications to parents and community members

Provide district level liaison services (with parents) that meets regulatory guidelines

Bilingual Certification in collaboration with the Data and Assessment team

Distribute research, laws and mandates regarding English Language Learners (to parents and community)

Inform staff, parents and community of guidelines and procedures to ensure compliance

Collaborate planning of summer school to perform outreach and communications to parents and community

Establish and maintain strong partnerships with local community resource providers and the bridging of services in order to connect families to local resources

Represents the ESUHSD within community and school groups that directly support family engagement

Is active in the formation and operations of School Site Councils (SSC), English Language Advisory Committee (ELAC) and District English Language Advisory Committee (DELAC) to ensure adherence to Education codes and promote parental participation

Coordinate and provide translation services for district events, publications, announcements and ensures that critical information is readily available in accessible formats and languages spoken by families in the district

Identifies and integrates resources and services from the community to strengthen school programs, family practices, and student learning and development

Develop and deliver public events and professional development to staff to enhance and maintain positive parent school relationships

Ensures that all principals understand and implement required and effective parental involvement practices at their schools

Maintain updated information on local family resources on District Website

Works in conjunction with Director of Communications and Community Engagement to represent district goals to media and the public at large

Promotes parent and community volunteer opportunities

Facilitates community/staff advisory committee meetings and other community meetings as requested

Coordinates the timely and accurate development, production and dissemination of District publications, reports and related media

Manage the coordination of academic awards and student recognitions

Collaborates with the Director of Communications and Community Engagement to meet objectives and goals outlined by the Superintendent

Performs other duties as assigned

QUALIFICATIONS

Minimum Qualifications:

Valid California Administrative Credential

Master's Degree preferred

Administrative or supervisory experience preferred

Physical Demands and Working Conditions:

1. **Seldom = Less than 25%**
 2. **Occasional – 26%-50%**
 3. **Often = 51%-75%**
 4. **Frequent – above 76%**
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- a. Ability to work at a desk, conference table or in meetings of various configurations [4]
 - b. Ability to stand for extended periods of time [2]
 - c. Ability to see for the purpose of reading laws and codes, rules and polices and other printed matter [4]
 - d. Ability to hear and understand speech at normal level [4]
 - e. Ability to communicate so that others will be able to clearly understand normal conversation [4]
 - f. Ability to bend and twist, sit, stoop, kneel, push, and pull. [4]
 - g. Ability to lift 5-20 lbs. [1]
 - h. Ability to carry 5-20 lbs. [1]
 - i. Ability to operate office equipment [4]
 - j. Ability to reach in all directions [4]

Working Environment:

Office environment with moderate noise levels;

Dexterity of hands and fingers to operate a computer keyboard and other office equipment;

Sitting for extended periods of time;

Required to travel by personal vehicle to and from District sites and County locations as needed.

Reasonable Accommodation:

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

Knowledge of:

- a. Knowledge of public information and communications principles and practices.
- b. Knowledge of school district laws, policies, and procedures.
- c. Knowledge with computer software, hardware, and other technology pertinent to areas of specialization.
- d. Knowledge of effective models of parent engagement
- e. Social and service agencies in the local area.
- f. Evidence-based parent education programs

Ability to:

- a. Ability to prepare and present information in small and large group settings.
- b. Ability to oversee the development and implementation of communications and public information strategies, goals, objectives, programs, projects, services, and activities.
- c. Ability to prepare and present written and oral reports to diverse audiences that effectively represent the school district to the community.
- d. Ability to work under time sensitive deadlines, pressure, and with frequent interruptions.
- e. Ability to analyze information and to think critically.

Bilingual Preferred

Work Year

12-month position
Certificated Administrators Salary Schedule
216-218 Day Work Year

Approved: 03/02/2023 Bd Mtg