

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, Parent and Family Engagement	REPORTS:	Director, Access and Equity
DEPARTMENT:	Curriculum & Instruction	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	226
ISSUED:	07/18/2019	SALARY:	Range 23

BASIC FUNCTION:

Under the direction of the Director, Access and Equity, the Coordinator, Parent and Family Engagement, will provide support for the District's parent involvement policies, programs, and activities that encourage parents and other family members to be actively involved in their children's education and in District and school educational programs.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

E = Essential Functions

Keeps informed of current trends in public education and maintains an updated, current working knowledge of laws, regulations, District policies and goals related to parent and family engagement. **(E)**

Ensures that the District meets the requirements of state and federal law regarding family involvement by overseeing parent representation on District and school committees as required by law and establish District family involvement policies and programs. **(E)**

Acts as a liaison with the California Department of Education regarding District programs that involve parent and family engagement policies, and procedures. **(E)**

Writes and revises policies and administrative regulations pertaining to assigned functions. **(E)**

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; plans, coordinates, and arranges for appropriate training of subordinates. **(E)**

Coordinates and participates in administrative meetings and staff development at District and school site level. **(E)**

Develops and facilitates staff development activities, to coordinate and implement the parent and family engagement programs. **(E)**

Functions as a member of the District's management team, serves on assigned committees, and coordinates with other management personnel in the areas of assigned responsibility. **(E)**

Provides coordination of resources and services from the community to strengthen school programs, family practices, and student learning and development. **(E)**

Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files; prepares agendas and memorandums. **(E)**

Submits and maintains all budgetary evaluative reports that relate to this position. **(E)**

Compiles, assesses, and develops a school-wide family needs assessment, and develops, implements, and evaluates plans based on assessment. **(E)**

Ensures that site administration understand and implement required and effective parental involvement practices at their schools. **(E)**

Ensures that all schools have parent/family involvement programs. **(E)**

Establishes or updates annually, with the collaboration of parents, a parental involvement plan for the District and each school that establishes the expectations for parental involvement, and that includes programs and practices that enhance parental involvement and reflect the specific needs of students and their families. **(E)**

Provides ongoing evaluation of parent and family programs and recommends changes, improvements, and additions as needed. **(E)**

Provides oversight, support, and coordination of parent involvement activities among District schools and programs. **(E)**

Coordinates training for administrators on integrating parental involvement programs into the school plan for student achievement. **(E)**

Ensures staff and family access to training in effective school, family, and community partnership and involves parents in providing input on how to reach out to, and work with, parents as equal partners in their children's education. **(E)**

Involves families in advisory bodies and training strategies related to parent and family engagement. **(E)**

Ensures that schools have a system in place to facilitate communication with parents and community members, and that parent information is readily available in accessible formats and language spoken, meeting requirements of state and federal law. **(E)**

Performs other duties as assigned.

MINIMUM REQUIREMENTS:

Education, Experience, Licenses, and Other Requirements:

Bachelor's degree required in humanities, languages, liberal arts, subject area content, education, or related field. Master's degree in related field preferred.

Completion of courses in humanities, technology, languages, and collaborative planning desirable. A minimum of three (3) years' experience in teaching and/or other job-related occupations is required. Experience working directly with public school districts in Title I programs is desirable. Bilingual English/Spanish, English/Mandarin desired.

Possession of a valid California preliminary or professional clear teaching credential authorizing service as a teacher is required.

Possession of a valid California administrative credential authorizing service as an administrator is required.

Employment eligibility includes fingerprints, health (tb), and/or other employment clearance.

Must have valid California driver's license and automobile available for use. Must be willing to attend evening, night, and weekend meetings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Instructional planning and consultation/coordination, as well as general teaching competencies;
- Educational evaluation strategies and detailed working knowledge of various teaching strategies;
- Philosophical, educational, fiscal, and legal aspects affecting related field management;
- Research methods and report writing techniques.
- Record-keeping techniques;
- District organization, operations, policies, and procedures;
- Technical aspects of field of specialty;
- Principles of organization, operation, and supervision;
- Principles, practices, trends, goals, and objectives of public education;
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required duties;
- Budget preparation and control;
- Applicable federal, state, and local laws, codes, regulations, policies, and procedures related to assigned activities; and
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.

ABILITY TO:

- Plan, organize, coordinate, and administer programs;
- Administer assigned budgets and allocate funds;
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective;
- Operate a computer terminal and audio-visual equipment;

- Communicate effectively, both orally and in writing;
- Write in a clear and concise manner for broad public appeal and interpretation;
- Gain cooperation through discussion and persuasion;
- Coordinate and supervise the work of others;
- Analyze situations carefully and adopt an effective course of action;
- Interpret, apply, and explain administrative and board policies, laws, and regulations;
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions;
- Work independently with minimum direction and supervision; work under pressure;
- Understand, analyze, and prepare comprehensive narrative and statistical reports;
- Establish and maintain cooperative and effective working relationships with District personnel, community members, and external companies and agencies in the course of performing assigned duties; and
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

- District office environment and school sites;
- Demanding timelines;
- Subject to driving to a variety of locations to conduct work during day and evening hours;
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public; and
- Indoor and outdoor environment.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records;
- Reaching overhead, above the shoulders and horizontally;
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties;
- Hearing and speaking to exchange information in person and on the telephone;
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel;
- Sitting for extended periods;
- Standing for extended periods;
- Walking over rough or uneven surfaces;
- Climbing, occasional use of stepladders; and
- Physical activity may be required, which could include moderate lifting.

HAZARDS:

- Extended viewing of computer monitor; and
- Working around and with office equipment having moving parts.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Coordinator, Parent and Family Engagement and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(SIGNATURE OF EMPLOYEE)

(DATE)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board Approved: 07/18/2019