A. **Description of Position:**

The Coordinator of Parent and Community Engagement provides leadership to sites and departments in the development, planning, implementation, and evaluation of programs to engage parents and community members in order to support district goals for student.

B. **Supervision Received:** Executive Director, Educational Services

C. **Supervision Exercised:** As assigned by the Executive Director, Educational Services

D. **Prime Duties and Responsibilities:**

1. Facilitates educational support programs for parents, staff, and the community to build capacity for strong parent involvement and increase student academic achievement (PEP, FIAT).
2. Develops collaborative relationships that enhance the CVUSD Parent and Community Engagement program.
3. Creates and disseminates a system newsletter for parents.
4. Promotes State and Federal programs to families and the community such as Supplemental Educational Services, Indian Education and Migrant Education.
5. Organizes and facilitates workshops (e.g. day, evening and/or weekends) for the purpose of providing information, resources and support to parents enhancing their overall parenting skills.
6. Manages and expands the use of the District's Parent Resource Center, including maintaining resources for schools, parents, and students.
7. Tracks and reviews the effectiveness of parent involvement data at the school and district level in order to provide reports to the Board of Education and administrative staff and support the Title I accountability requirements.
8. Reviews the effectiveness of parent involvement policies and programs at the district and school levels and provide quarterly reports on goals.
9. Supports the District’s Public Information Officer in communications for parent and community activities (Radio, Website, District Newsletter).
10. Serves on assigned committees such as District Wellness and DAIT.
11. Promotes the importance of parent involvement with school personnel (e.g. principal, teachers and building staff) for the purpose of providing effective methods and tools for working with parents as equal partners.
12. Develops and collects information for a parent engagement needs assessment for Federal programs.
13. Conducts home visits for the purpose of enhancing appropriate parenting skills related to the academic success of their student.
14. Coordinates resources (e.g. transportation, child care, etc.) for the purpose of providing the parent an opportunity to become an active participant in school activities/organizations.
15. Communicates District resources (Eagle software parent portal, software programs and other resources) to parents to improve student success.
16. Creates and maintains content for a District webpage for parent engagement.
17. Recruits and maintains District community partners for parent engagement.
18. Uses technology resources to engage families in learning.
19. Promotes, creates, and schedules parents in personal-education courses such as Technology, Finance or GED.
20. Develops and provides a Parent Leadership Training Series for the Parent Advisory Council, School Council members and other designees.
21. Creates and maintains a parent recognition program for outstanding parents.
22. Creates opportunities for parent and community collaboration.
23. Creates opportunities for program collaboration (Gifted, SPED, ELL, Pre-K, Homeless/Foster Youth).
24. Provides parent involvement staff training for central office and support personnel (nutrition, transportation, student services, maintenance, human resources, and finance).
25. Establishes meetings to review and update the LEA Improvement Plan with parent and community groups.
26. Coordinates parent involvement activities with private schools as required.
27. Provides assistance with parent involvement activities for migrant families.
28. Provides accurate and timely documentation for district events.
29. Performs other tasks and assumes other responsibilities as assigned.

E. **Required Qualifications:**

1. Valid California Administrative credential or eligibility for an Administrative Intern credential applied for by college/university
2. Minimum of three (3) years of successful classroom teaching experience
3. Master’s Degree is desirable
4. Written and oral fluency in Spanish

F. **Terms of Employment:** Placement on the Certificated Management Salary Schedule, Range 26 – 11 months

G. **Physical Requirements:**

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 disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls and to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision 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 disability to perform the essential functions. The noise level in the work environment is usually moderate.

H. **Evaluation:**

Performance will be evaluated based on the successful completion of assigned responsibilities and Board of Education Policies regarding evaluation procedures of certificated managers.

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