



**JOB DESCRIPTION**

<b>Job Title</b>	Title I Family Engagement Coordinator
<b>Department</b>	Director of Student Services
<b>Reports To</b>	Director of Student Services
<b>Classification</b>	Classified
<b>Location</b>	District Wide
<b>Salary</b>	Time Carded
<b>Length of Contract</b>	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The Title I Family Engagement Coordinator works under the direct supervision of the Director of Student Services and is responsible for the coordination of family engagement activities in Title I schools. This includes communicating and promoting opportunities and information about the District, and events within the school and the district to community members, families, local media, and others to increase community engagement within our Title I schools.

**Essential Job Functions**

- Coordinates services to provide a variety of family engagement activities for Title I schools, and communicates these opportunities to families, community members, business, and local media.
- Creates, develops, and implements communication tools for the school, community and the district, including newsletters, flyers, social media sites, press releases, and websites/pages to maximize community, staff, and family engagement.
- Coordinates family engagement activities and events with the Title I school principal and partnership coordinator.
- Monitors the Title I budget and facilitates the use of funds for engagement activities at Title I schools.
- Coordinates, collaborates and shares information with other Partnership Coordinators
- Acts as a liaison between the school and families, the community and outside community organizations and businesses.
- Becomes aware of and is active in community initiatives.
- Provides information and assistance to families, media, and the community about a variety of programs.
- Develops and maintains relationships with local media and coordinates regular communication to media.

- Organizes and attends a variety of district and community events to promote community awareness of district activities and promote family and community engagement.

### **Ancillary Job Functions**

- Meets with family and community organizations-to obtain and provide information.
- Attends Partnership Coordinator meetings
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate degree in, Communications, Public Relations, Marketing, Business or related field or significant relevant work experience in these areas.
- Experience writing press releases and other communication and promotional materials.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Bachelor’s degree in Communications, Public Relations, Marketing, Business or related field.
- Minimum of five years’ experience working in community relations, public relations, marketing, or corporate relations.
- Video production experience.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Strong verbal and written communication skills.
- Strong interpersonal skills and ability to interact effectively with diverse populations.
- Excellent organizational and time management skills.
- High degree of self-motivation and ability to work with minimum supervision.
- Ability to work a flexible schedule.
- Excellent computer skills, including Microsoft Office programs.
- Familiarity with website and social media content
- Ability to use basic office machines, such as photocopier, facsimile machine, and telephone.
- Creativity to build new programs as need dictates.
- Knowledge of school and community resources.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office and/or busy school environment.

**Physical Requirements** – The physical demands 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 essential functions.

- Must be able to work at computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Occasionally required to drive to other locations.
- May be required to lift up to 25 pounds.