

SANTA CRUZ COUNTY OFFICE OF EDUCATION

COORDINATOR, FAMILY ENGAGEMENT

DEFINITION

Under the supervision of the assigned administrator, the Family Engagement Coordinator will facilitate community and family engagement initiatives and outreach services at the District and site level, in coordination with and in support of school districts across the county. Coordinate and provide specialized services in support of family and community engagement strategies, services, and activities for school districts and community organizations; The Family Engagement Coordinator will work to build social capital by fostering person-to-person and people-to-place relationships, develops the skill and will of families and community leaders to take on leadership roles within schools and in their community, and encourages civic engagement with all stakeholders. The Family Engagement Coordinator will educate teachers and staff on communicating effectively and working together with families as equal partners. The Family Engagement Coordinator will conduct and facilitate site and home visits to assist and support families in understanding the educational process, provide information on services available to eligible students and families, organize, network and facilitate parent academies at the county, district, and site level both virtually and in-person.

SUPERVISION EXERCISED

Supervise and evaluate the performance of assigned personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assist administration, students, staff, teachers, families, and community members in establishing and implementing effective family and community programs.

Plan and facilitate the training of district, school, and community-based organization staff on effective family engagement strategies that support student achievement and wellness.

Articulate families' needs to the County Office of Education (COE), districts and site administration.

Support the family engagement efforts for COE and school districts supporting the development of their Local Control Accountability Plans (LCAPs) and community schools efforts.

Develop parenting curriculum, coordinate and provide training for families and staff.

Visit families in their homes and attend multiple parent involvement functions, including those conducted on weekends and at night.

Participate in various meetings, advisory councils, training seminars, and other educational Professional Learning (PL) activities as may be required.

Assist in coordinating events and programs with community leaders and organizations.

Provide a needs assessment for families and coordinate a schedule of county-wide activities.

Prepare a monthly calendar of departmental and community activities and events for distribution.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Refer students and their families to outside agencies (e.g. state agencies, medical professionals, counselors, foundations, charities, etc.) as needed.

Support the family engagement needs of all COE departments.

Identify at-promise students and families for expanded learning services.

Compile student and family information including collecting data about program effectiveness.

Coordinate interpreting services for non-English speakers during family engagement meetings.

Prepare and maintain a variety of confidential and non-confidential documents, reports, and written materials for the purpose of communicating information to families and staff, developing recommendations and/or conveying information.

Prepare and present oral, written and statistical reports on program operation and effectiveness.

Remain current on best practices and policies for cohesion and continuity of family engagement opportunities offered and training provided.

Collaborate interdepartmentally with staff for program cohesion and continuity of best practices.

Participate in in-services, meetings, workshops, conferences and committees as assigned, for the purpose of conveying and/or gathering information required to perform responsibilities and remain knowledgeable with program guidelines.

Facilitate and provide professional development for program staff, provide onsite coaching support, and parent education workshops to improve program quality.

Supervise, train, and provide work direction and guidance to assigned personnel staff members as assigned.

Participate in the countywide Family Engagement Collaborative.

Attend Student Attendance Review Board (SARB) meetings, as needed to provide families, specifically parents, with necessary support.

Provide oversight to student leadership and engagement activities.

Participate in the preparation and administration of the program budgets, submit budget recommendations, and monitor expenditures.

Perform job assignments safely for the purpose of protecting people and property.

Perform other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Collaboration with culturally and linguistically diverse populations in informal settings, individually, or in small groups.

Basic principles of public education systems and applicable portions of the California Education Code.

Social, economic, and cultural issues with minority, ethnic and disadvantaged groups, Parent-child relationships, educational policies, and community resources.

Safety practices and procedures, and health standards and hazards.

Data collection and record keeping techniques.

Correct English usage, grammar, punctuation, and spelling.

Basic technology skills and usage.

Standard office practices, procedures, techniques, and equipment use.

Interpersonal skills using diplomacy, discretion, patience, and courtesy.

Knowledge of the social, emotional, intellectual and physical needs of students/families.

Skill and Ability to:

Adhere to safety practices.

Operate standard office equipment including computer hardware and software and Student Information Systems (SIS).

Speak, read, and write effectively in English and Spanish, using appropriate grammar, punctuation, and spelling.

Motivate stakeholders to implement County Office vision, Board priorities and District goals.

Understand and follow complex, multi-step, oral and written instructions.

Prepare and maintain accurate records.

Plan and organize work.

Interpret issues and situations without bias; create an action plan if directed.

Identify and prioritize needs and solve problems independently, as appropriate.

Work precisely and with attention to detail without immediate supervision.

Work with data utilizing specific, defined processes.

Skill and Ability to (continued):

Establish and maintain courteous, cooperative working relationships.

Adapt easily to work assignments, additional priorities, and new procedures.

Promote team building and a positive work environment.

Learn and interpret specific rules, laws and policies and apply them with good judgment in a variety of professional situations.

Operate within a defined budget.

Maintain confidentiality.

Be courteous and maintain a neat and clean appearance and demeanor at all times.

Be flexible, exhibit integrity, and exercise mature judgment.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited university.

Experience:

Five (5) years of responsible project management experience and experience working with students and families from historically underserved communities.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL 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 disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

Ability to work in a classroom environment with the ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, reach, and lift 25 pounds.

Exposure to volatile and assaultive behavior; exposure to outdoors.

Ability to frequently travel in personal automobile to school sites and throughout the community.

Ability to work in a standard office.

Ability to speak, read, and write both English and Spanish.

Approval Date: April 18, 2023