



Position Title: **District Parent Involvement Coordinator**

Department: District

Reports To: Federal Programs Director

SUMMARY: The role of the District Parent Involvement Coordinator is to train staff, support migrant education programs and assist district efforts in welcoming parents and encouraging their active participation in their childrens' education by providing direct assistance to parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES : Other duties may be assigned.

1. Supports the goals of the migrant education program in regards to kindergarten readiness, math skills, reading skills and graduation
2. Make home visits, as necessary, to facilitate communication between school and family regarding academic achievement and parental involvement opportunities
3. Recruits district staff and volunteers from the community to host various workshops and classes for parents
4. Organize parent involvement training sessions to share effective strategies that can be used at home by parents
5. Ensures pre and post assessments are completed for workshops
6. Provide regular communication with parents to appraise them of parent involvement events and opportunities at schools
7. Provide translation services (oral, verbal, and written) as necessary to increase parental understanding and involvement
8. Advise parents of various community resources which will increase their effectiveness in helping their child meet benchmarks
9. Helps parents understand the educational system so they can become better advocates for their childrens' education
10. Provides referrals to community-based services for families
11. Develops community collaborations
12. Keeps records of all parent involvement activities and ensures compliance of the district's parent involvement program with all state and federal guidelines
13. Takes part in opportunities for professional development at the local, regional, and/or state level with proper authorization
14. Correspond with district staff and stakeholders via email
15. Will be asked to translate, when applicable
16. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed

below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate's Degree; previous experience working with families and community resources; previous experience working with students. Experience with developing collaborative partners and building relationships with constituents in the community.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos at or above the 5th grade level. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to speak, write and translate, both verbally and in writing, information from Spanish to English, and English to Spanish, sufficient to communicate program information.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Have a working knowledge family engagement research and literature. Ability to use computers, social media and fundamental technology. Understand and respect the diversity of families' economic, linguistic and cultural backgrounds and situations. Ability to host parent meetings at school sites or community centers. Ability to work flexible hours including some nights and weekends.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift 40 lbs and or push/pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

The employee needs to be able to tell where a sounds is coming from and hear in a noisy environment.

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts in some vocational settings. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date