

FAMILY ENGAGEMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for helping build parent capacity for strong parental involvement to improve students' academic achievement. The incumbent is also responsible for educating school personnel in understanding the value and utility of a parent's contribution to the students' academic achievement. The work is performed under direct supervision of a school administrator with leeway permitted for the exercise of independent judgment in carrying out the details of the work. Supervision is not a responsibility of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides connections between home, school and the community through workshops, focus groups and referrals to appropriate services beyond school;
- Educates school personnel in understanding the value and utility of a parent's contribution and on how to: reach out to, communicate with and work with parents as equal partners; implement and coordinate parent programs; and build ties between parents and the academics.
- Serves as a member on committees at the high school and/or middle school and in the community to promote parent involvement/empowerment;
- Assists parents in understanding such topics as the State's academic content and student achievement standards, State and local academic assessments, how to monitor their child's progress, and how to partner with educators to improve the achievement of their child;
- Ensures that information related to school and parent-related programs, meetings and other activities is sent to the parents in an understandable and uniform format, including alternative formats, upon request and to the extent practicable, in a language the parents can understand;
- Provides materials and training to help parents work with their child's academic advisor;
- Responsible for expansion of the High School and/or Middle School Parent Resource Center;
- Establishes collaborations with adult education/work and training programs;
- Works directly with the principal to create an environment for parental involvement unique to high-school and middle-school level students;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the district and community;
- Ability to deal and resolve conflict;
- Ability to speak clearly and effectively handle the communication of information;
- Ability to represent the district well;
- Strong organizational skills;
- Strong interpersonal and communication skill; both in writing and verbally;
- Maturity;
- Friendliness;
- Good judgement;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION: Either:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree; OR
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and two (2) years of experience with community organization and programs in an urban setting; OR
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience with community organization and programs in an urban setting;
- D. An equivalent combination of training, education and experience as defined by the limits of (A), (B) and (C) above.

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