

Marion County Public Schools
Job Description

Position Title: Title I Family Engagement School Coordinator
Department: Title I Schools
Reports To: Principal
Approved By: Marion County Board of Education Date: May 2017

SUMMARY: The Title I Family Engagement School Coordinator will serve as a liaison between the school administrators, faculty, staff, and students' parents. This key position will improve communication between the school and the students' families; promote parent engagement in their children's education; and to encourage greater community involvement in the school. This is a stipend position requiring additional time to be spent for after school activities and meetings. Responsibilities will include coordinating family events/workshops during the evenings or weekends and participating in the schools PTO, School Improvement Team, District Title I meetings, and other appropriate committees. Our ultimate goal is to assist parents in becoming more involved with their children's education and to promote a sense of community.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assists in the development and planning of a collaborative climate, programs and activities between the schools and families for a minimum of 9 family engagement nights.
- Assists the principal with maintaining accurate title I documentation such as sign in sheets, agendas, surveys, parent compact, etc.
- Helps teachers/staff and families develop strong partnerships and enhance communication between parents/families and school staff.
- Helps to recruit partners to become part of the district's family involvement program.
- Attendance and participation in three Title I district family engagement meetings to report school progress and sharing of ideas with other schools.
- Perform related duties as assigned by principal/title I director

EDUCATION and/or EXPERIENCES: Bachelor's Degree required, Master's Degree preferred

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. .

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.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

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.