

Pinon Unified School District #4

POSITION/TITLE: Family Engagement Coordinator
TERMS OF EMPLOYMENT: 12 Months
SALARY: Classified Administrative Salary Schedule
FLSA STATUS: Exempt **BENEFITS:** Standard Package

QUALIFICATIONS:

- Bachelor's Degree or higher degree (in social work or behavioral health, preferred)
- The ability to communicate effectively in English and Navajo;
- knowledge of Navajo Culture; preferred
- Must possess the demeanor to work with the public and be culturally aware of our families;
- Ability to maintain cooperative working relationships with those contacted in the performance of duties, to employees, parents, and general public;
- Knowledge of Educational Standards & Data-driven decision- making (preferred);
- History of local leadership in community affairs and advocating for educational issues within the community (preferred);
- Hold and maintain a valid state issued driver's license with no restrictions;
- Ability to work flexible hours including evenings and weekends;
- Excellent organization skills, with a high level of proficiency using technology efficiently and effectively as a communication tool;
- Ability to communicate effectively with varied audiences using multiple mediums;
- Strong computer and technology skills; proficient in Google Suites;
- Ten (10) year Navajo Nation Background Check Verification;
- Holds a valid Identity Verified Prints (IVP) Arizona Department of Public Safety Fingerprint Card

JOB GOAL: Increase and improve families, and community engagement in the education of children. Coordinate parent, student, and teacher programs that assist in building a bridge between the school and families. Build a positive environment to facilitate communication between home and school.

DUTIES AND RESPONSIBILITIES:

1. District:
 - Supporting and articulating the district's vision and mission to families and the greater school community;
 - Develops and publishes a monthly newsletter and creating and maintains the family engagement website.
 - Provides regular communication with families to apprise them of events and opportunities at the school by monthly tips, strategies, and ideas;
 - Coordinates and facilitates Family Engagement sessions at the District level.
 - Facilitate monthly FIAT meetings to meet District and Schools Integrated Action Plan (IAP) needs.

- Participate in monthly Johnson O'Malley (JOM) Indian Education Committee (IEC) and Title VI Parent Advisory Committee (PAC) meetings.
- Coordinate recognition initiatives for family and community volunteers;
- Collaborate with local, regional, and state organizations to create opportunities to help families understand school academic standards, assessments and parent teacher conferences;
- Administer, analyze, and distribute surveys to assess the needs of family at their local school(s) and/or district;
- Keeps complete documentation records of all family engagement activities, reports, surveys, funding, annual program evaluations, and communications to parents to meet Title I components; Pinon Unified School District #4 Job Description Family Engagement Coordinator GB Approved 05-19-2021 (Rev. 5.10.23)
- Be an active member in the District Instructional Leadership Team.
- Supervision of school site Family Involvement Action Team coordinators.
- Submit monthly progress to the immediate supervisor.

2. School:

- Coordinates and implements research-based strategies for their local school(s) and/or district families engagement program to engage families in improving student achievement at home, off school site and in the local community;
- Work cooperatively with school leadership in the implementation of Governing Board policies, procedures, and administrative regulations related to family and community engagement.
- Collaborate with families , teachers, and the school's leadership team to develop a family-friendly school climate;
- Create opportunities for parents who have limited English proficiency, a disability or are underrepresented because of socio economic or racial barriers to participate in education initiatives and enrichment workshops;
- Support school with student recruitment efforts, as needed
- Make home visits as needed.

3. Community:

- Facilitates and coordinates training to community groups on the district curriculum, educational state standards, and the Pinon Unified School District Assessment Program to significantly impact student learning and performance.
- Attend and provide reports at local chapter and community meetings on a quarterly basis.
- Collaborate and plan active participation with Community with the Pinon Unified School District;
- Promote families as partners by involving them in the decision-making process regarding family engagement activities and school improvement;
- Recruit volunteers from the community;
- Assist parents/families in understanding how to support learning in the classroom with activities at home and in after school and extracurricular programs, communicate

effectively with their children, teachers and other school staff, and become active participants in the development, implementation and review of school-parent compacts, policies and school planning/improvement

4. Display ethical behavior in working with students, families, school personnel, and outside agencies associated with the school.
5. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
6. All other duties as assigned.

REPORTS TO: Director of Federal and State Programs

EVALUATION: Performance will be evaluated in accordance with the Board's Policy on Evaluation of Classified Personnel.

Employee's Signature

Date