

PARENT ENGAGEMENT COORDINATOR

DEFINITION:

The Parent Engagement Coordinator coordinate all districtwide Parent Engagement programs and initiatives and serves as the district Liaison in the coordination of various community involvement programs or events.

ESSENTIAL FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

REPORTS TO: Director of Federal Programs

CONTRACT INFORMATION: Contract Days: 231
PNT Pay Grade:

TASKS:

- Coordinate District Parent Council meetings
- Coordinate PIA trainings
- Create and implement the SUSD Parent Engagement Initiative and its components (i.e., PE Steering Committee)
- Grant writing, reporting and monitoring for Parent Engagement & McKinney-Vento
- Coordinate the SUSD responsibilities for College Academy for Parents
- Coordinate Parent Education (i.e., Pima ESL classes, Luz Parenting classes, Financial Literacy classes, etc.)
- Provide reports and information for the Program Evaluation process
- Create and coordinate the expansion of Digital Advantage to include laptops for parents at the middle and high schools
- Interact and maintain liaisons with faculty, district staff and community agencies to facilitate program objectives
- Develop and recommend new or revised program goals or objectives

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of grant management
- Knowledge of local community resources
- Knowledge of budgeting and accounting principles
- Knowledge of program coordination
- Knowledge of supervisory practices and principles
- Experience in grant writing
- Knowledge of the McKinney-Vento Homeless Assistance Act
- Skill in organizing work of self and others
- Strong communication skills, as can be demonstrated through public speaking and written skills
- Strong interpersonal skills as demonstrated by the ability to work with individuals at all levels and backgrounds
- Ability to provide staff development training

PHYSICAL REQUIREMENTS: Work is performed in an indoor environment. Work requires frequent sitting, standing, bending, repetitive motion, vision to monitor and lifting up to 15 pounds.

QUALIFICATIONS:

- Bachelor's degree in sociology, psychology, education or related field, Master's preferred
- Experience working with diverse populations
- Experience working with families and youth
- Program coordination experience
- Experience in facilitating groups
- Experience in providing training Collaboration with community agencies Grant management experience
- Grant writing experience
- Bilingual Spanish/English required

