

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, Parent Engagement and Support	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Educational Services	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	February 21, 2023	SALARY:	Tier IV Management Salary Schedule – Range E5

SUMMARY: Under the direction of the assigned supervisor, the Coordinator, Parent Engagement and Support plans, develops, organizes, directs and supports the design and implementation of strategies for parent, caregiver, and family engagement throughout the district in support of the Strategic Directions; develops and provides orientation strategies and opportunities for parents, caregivers, and families who are new to the community; develops and implements strategies for parents and caregivers to assist and support each other in engaging with the district in support of educating their students; and oversees and supervises assigned programs and personnel as directed.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

Essential Duty = E

Plan, develop, organize, direct and support the design and implementation of strategies for parent, caregiver and family engagement across the district around the Board-adopted Strategic Directions. **E**

Assess, analyze and evaluate the availability and effectiveness of existing parent, caregiver and family engagement strategies in the district; develop, recommend and implement new, high-impact engagement strategies for implementation in the short-term and long-term that will further and support the Strategic Directions. **E**

Initiate and conduct outreach activities with parents, caregivers, and families to assess their needs and interests to most effectively engage with schools and the school district around their students’ learning experiences, strategies to support learning at home, developing effective partnerships between school and home, and other related topics; develop, recommend and provide leadership to effectively implement strategies in fulfillment of those needs. **E**

Provide consultation and guidance to site administrators in assessing, implementing and improving school-based strategies for parent, caregiver and family engagement around site goals in support of the Strategic Directions; assist schools in developing their plans for improving engagement, provide support with implementation, and assist in evaluating the effectiveness of implemented strategies as needed. **E**

Research, develop, and implement events and venues to familiarize and orient parents, caregivers and families who are new to the community about the district, its programs, policies and procedures, the Strategic Directions, and opportunities for meaningful involvement and engagement with the schools in the education of their students. **E**

Research, develop, and implement strategies and opportunities for parents and caregivers to communicate, collaborate with, support, and engage with each other in the education of their students in the district. **E**

Develop, organize, and conduct presentations, workshops, and trainings for parents, caregivers and families, school site staff members, administrators, parent groups and advisory committees on best practices for effective

parent engagement in support of District goals, maximizing student achievement, providing positive learning experiences for students, and related topics. **E**

Collaborate with stakeholders, staff members, and external resources as needed to identify, develop, and provide materials and information that is accessible to and supportive of parents, caregivers, and families in engaging meaningfully with schools and the school district in educating their students. **E**

Review, develop, recommend, and communicate District policies, procedures and protocols in support of parent, caregiver, and family engagement with respect to communication, District programs, curriculum, instructional resources, learning environment, technology, assessment, safety, and other pertinent areas. **E**

Conduct and facilitate meetings; exchange information; serve on district committees, panels, and task forces; and assist in identifying, addressing, and resolving problems that arise in the performance of responsibilities. **E**

Conduct research, collect and analyze data, prepare and maintain a variety of records, reports and files, and compose reports, processes, and correspondence pertaining to assigned areas of responsibility. **E**

Perform a variety of special projects affecting and impacting parent, caregiver and family engagement as assigned. **E**

Monitor, direct, and provide leadership to other District programs as assigned; direct, supervise and evaluate the performance of assigned certificated and/or classified personnel. **E**

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

TRAINING, EDUCATION AND EXPERIENCE:

Valid California Administrative Services Credential or current enrollment in a California administrative services credential program with intern eligibility. Prior successful certificated experience working in schools or other educational agencies requiring collaboration and/or engagement on a large scale with parents, caregivers, and families. Experience as a school site administrator or teacher leader is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Driver's License

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

Proficient ability to use a personal computer; software and databases specific to the District, Internet, and relevant online applications. Knowledge of and ability to proficiently use contemporary software applications and online resources relevant to the essential duties of the position. Ability to proficiently use modern office equipment and communications devices.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

Contemporary, research-based practices for parent and family engagement in educational systems
Strategies and techniques for promoting and supporting inclusion in culturally and politically diverse environments
Strategies and techniques for cultivating and supporting leadership in adults

Best practices for adult learning and development

Techniques for designing and providing effective training and staff/professional development activities

Strategies and techniques for effective group decision-making processes and collaboration

Effective practices for organizational development

Methods of data analysis, report writing, and developing and providing presentations

Planning, organization, coordination and implementation of the operations, activities, and functions of assigned programs.

Practices and procedures involved in the development and implementation of program services, goals, objectives, plans, strategies, standards, projects, processes, and procedures, based on a model of continuous improvement.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer, assigned software, and other technology related to assigned programs.

ABILITY TO:

Design and lead parent, caregiver and family engagement activities and endeavors throughout the District

Translate parent engagement research and theory into practice

Perform extensive and effective community outreach functions

Collaborate effectively with diverse individuals and groups

Develop and provide quality presentations and professional development

Think and act strategically for short- and long-term implementation and improvement

Communicate effectively, both orally and in writing, to individuals and small and large groups

Plan and organize work to meet schedules and deadlines

Meet with individuals and groups to provide information, explain programs, and address issues

Facilitate and conduct meetings

Assist in marketing the District to parents and families

Effectively organize work and maintain records

Work collaboratively and harmoniously with all individuals in the execution and completion of assigned areas of responsibility

LANGUAGE SKILLS:

Ability to read, write and speak in English. Ability to read and interpret documents such as Board policies, rules and regulations, instructions and procedures manuals; to write complex and detailed reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Indoor work environment, with frequent interruptions

Driving a vehicle to conduct work

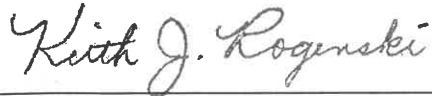
PHYSICAL ABILITIES:

Consistent mental alertness; sitting or standing for extended periods of time; occasional lifting, carrying, pushing, and pulling objects up to 25 pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone.

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment fingerprinting, TB testing and mandated training.

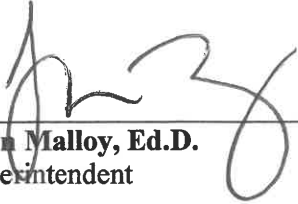
APPROVALS:



2/23/23

Keith Rogenski
Assistant Superintendent, Human Resources

Date



2/22/2023

John Malloy, Ed.D.
Superintendent

Date