

## **Family Involvement and Community Engagement Programs Coordinator: Comprehensive Coordinated Early Intervening Services**

**Directly Responsible To:** Assistant Director, Department of Equity and Disproportionality

**Supervision:** None

### **Major Responsibilities**

Under direction of the Assistant Director, Equity, the Family Involvement and Community Engagement Programs Coordinator is responsible for development and implementation of programs designed to promote increased engagement of MDUSD families of African American / Black students and foster improved communication with the public. The Coordinator serves as a liaison to families, school staff and community organizations in order to lead and manage parent involvement, parent education, community outreach and family support programs. The Coordinator helps manage financial, instructional, operational and organizational aspects of programs aiming to advance goals of higher levels of academic attainment and educational participation of MDUSD families. The Coordinator collaborates with various stakeholders to manage a portfolio of family and community programs.

### **DUTIES OF THE JOB:**

- Assist in development and review of curricular materials required for delivery of parent engagement, education and training programs that enhance families' understandings of and interactions with the district.
- Collaborate with MDUSD staff to address issues of race/ethnicity, language, culture, religion and other differences in order to increase both staff and public understanding of how families can be engaged, empowered and involved in their children's educations and their school communities.
- Collect, analyze and report on data on family involvement and community engagement to help staff develop strategies to increase outreach and access required of students' academic success.
- Train, Coach, guide and support a range of staff in supporting family/community engagement goals.
- Assist in identification, design, implementation and evaluation of research-validated practices in engaging with families of historically underachieving and underserved student populations.
- Develop public engagement efforts to help further understanding and support of the potential of family involvement and community engagement programs to help advance student learning.
- Identify and utilize all resources of the system, building robust inter-agency partnerships and leveraging local community resources to develop effective family engagement programs.

- Utilize technology (including traditional and social media platforms) to help support efforts of maximizing family engagement through ongoing public outreach and increased parental support.
- Assist in development of publications and communications to help support increased levels of family engagement and empowerment in their children's school communities.
- Participate in and facilitate meetings that further MDUSD's mission of increased collaboration with families of African American / Black students
- Develop and maintain cooperative and collaborative working relationships between stakeholders, including families, school staff, district personnel, involved agencies and broader community
- Perform other tasks as requested to help realize district and community goals.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree or higher
- Valid California driver's license and acceptable driving record
- Minimum of five (5) years experience supporting family and community engagement efforts
- Experience working in an educational setting preferred

**KNOWLEDGE AND SKILLS:**

- Excellent skills in sustaining interpersonal relationships and organizing family education programs
- Outstanding oral and written communication skills in English.
- Five (5) years of experience working with adult education/engagement/empowerment programs, facilitating community and public meetings, and conducting family workshops/presentations across culturally and linguistically diverse populations
- Knowledge of the California Family Engagement Framework and practical experience in the field
- Knowledge of public K-12 educational systems
- Demonstrated successful experience as trainer, facilitator, presenter, coach, mentor or program manager across culturally and linguistically diverse populations
- Ability and strong desire to work with historically underachieving and underserved parent and student populations
- Experience with and facility in with working computers and software applications, content development for print and electronic media (e.g., newsletters and new media communications tools)

DMA: Salary Range 11