

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PROGRAM SUPPORT

CLASSIFICATION: COORDINATOR

JOB TITLE: FAMILY ENGAGEMENT COORDINATOR

BASIC FUNCTION:

Under the direction of the Director of Children's Services or designee, the primary focus of the Family Engagement Coordinator is to effectively implement and promote the Family and Community Engagement systems in coordination with community partnerships. Oversee effective implementation and monitoring the quality of parent activities that promote child learning and development; and coordinate family engagement strategies with children and families in the program. Supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Develop an effective parent, family and community engagement system for and coordinate implementation and maintenance of the Family and Community Area Plan and related Early Head Start and Head Start guidance and procedures. **E**

Organize and attend monthly site parent meetings. **E**

Provide trainings for Policy Council members. **E**

Organize and facilitate monthly Policy Council meetings. **E**

Arrange parents for interview panels and meetings. **E**

Coordinate, facilitate and attend annual parent conference with parents. **E**

Establish, facilitate and implementation a parent-training program including a training calendar. **E**

Monitor family engagement areas in classrooms such as family engagement boards, binders, male involvement, and family engagement activities. **E**

Coordinate dates for orientations, open house, and other events and maintain calendar of events. **E**

Coordinate community visitors and maintain annual calendar of events. **E**

Establish methods of communication with parents, around events, activities, and program information. Develop promotional and activity materials in a variety of languages and abilities. **E**

Successfully implement the Head Start Parent, Family & Community Engagement Framework into a system that promotes school readiness. **E**

Promote and ensure parent involvement opportunities. **E**

Monitor and track the in-kind process. Provide training as needed. **E**

Monitor the Family Partnership process and provide staff training to ensure that appropriate goals are planned and progressing. **E**

Supervise and evaluate assigned personnel. **E**

Establish community partnerships with community based organizations for trainings related to parenting and family literacy opportunities. **E**

Collaborate with agencies that provide resources for parents, staff, and the community; assist families in accessing these services; monitor social service and crisis referrals. **E**

Attend meetings and communicate with county office departments, district personnel and outside organizations to coordinate activities, resolve issues and concerns, and exchange information. **E**

Attend and participate in annual Family Fair and Fatherhood Conference with collaborative partners. **E**

Organize, facilitate, and accompany parent group to advocate with legislators at state capitol. **E**

Utilize bilingual skills to translate oral and written communications between staff, families and others, including translation for parents at meetings and Policy Council. **E**

Attend at least two (2) socialization and home visits per Home Base Educator annually. **E**

Supervise and evaluate the performance of assigned personnel; make recommendations regarding disciplinary action, reassignments or terminations of assigned employees. **E**

Provide staff development on effective Home Base curriculum; provide community trainings and adult and family literacy opportunities through collaboration with other agencies. **E**

Utilize a Home Visit Rating Scale to ensure high level of excellence in home visiting practices. **E**

Participate as an active member in Leadership and in meetings and assist in planning, monitoring, and self-reviews; assure compliance with State and Federal requirements. **E**

Plan, organize, and participate in activities in the community that promotes Children's Services programs and increase community involvement. **E**

Monitor and update parent handbooks on an annual basis. **E**

Oversee the preparation and maintenance of various monthly and annual reports, records, and files related to children, families and area activities, including the annual parent survey; identify, gather, and analyze data relating to assigned area. **E**

Maintain confidentiality of personnel, student and family issues. **E**

Operate office equipment including computer terminal, calculator, and copier. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Motivating and organizing volunteers

Strong communication skills within a team setting.

Oral and written usage of English and a designated second language

Record-keeping techniques

Interpersonal skills using tact, patience and courtesy

Demonstrate the ability to work effectively with diverse cultures

Health and safety regulations

Principles and practices of supervision and training

Modern office practices, procedures and equipment, and computer hardware and software programs

Funding, Terms, and Conditions and Head Start Performance Standards

ABILITY TO:

Ability to work independently with considerable self-direction, and also as a contributing member of team

Learn and apply policies and objectives

Perform activities that encourage and motivate parent, staff, and community involvement

Relate effectively and positively with families and their children

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Maintain records and prepare reports

Read, write, translate and interpret in English and a designated second language

Maintain confidentiality of sensitive information

Prioritize and schedule work

Work independently with little direction

Operate a computer and a variety of office equipment

Operate a vehicle to conduct work and transport children and families as needed

EDUCATION AND EXPERIENCE:

Baccalaureate or advanced degree in Child Development or related field and two years' experience working with parents, volunteer groups and/or community groups.

LICENSES AND OTHER REQUIREMENTS:

Bilingual English/Spanish required

Valid California driver's license

Valid First Aid and CPR Certificate

Proof of the following immunizations: Measles, Pertussis and Influenza. Staff must submit proof that they have received or declined the Influenza vaccine to the Administrative Program Specialist every year between August 1 and December 1.

WORKING CONDITIONS:

ENVIRONMENT:

Office, home and classroom settings

Constant interruptions and noise

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment

Hearing and speaking to exchange information on the telephone, in person and make presentations

Seeing to observe children in daily activities

Sitting or standing for extended periods of time

Bending at waist, kneeling and squatting

Reaching overhead, above the shoulders and horizontally to retrieve and store materials

Lifting, pushing, pulling and carrying objects weighing up to 40 pounds

Driving a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases

Employee Group: Classified – Unrepresented

FLSA Status: Non-exempt

Salary Schedule: 210

Approval Date: October 2018