

## **PARENT ENGAGEMENT COORDINATOR**

Code No. 4-18-531

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for planning, coordinating, and directly supervising a school district's parent involvement/engagement, education and training program for a parent service center. The work involves integration and coordination of a variety of activities and functions into a comprehensive district-wide Parent Engagement Program. Duties include establishing collaboration and linkages with schools, individuals, and groups to support students and parents to advocate for student education. The employee reports directly to, and works under the general supervision of the Director of Youth Development and Family Services, or other higher-level staff member. General supervision is exercised over a subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates the organization, management, and oversight of the Office of Parent Engagement;

Supervises a parent service center and education and training programs;

Advises the district on parent needs, and reports information to the Director;

Acts as a liaison between the various school district teams and parent groups;

Maintains contact with all district schools to support existing parent programs and recommend new parent involvement opportunities;

Provides professional development opportunities for district staff and parent liaisons to increase their knowledge and skills regarding effective communication and interaction with a diverse parent population, along with parent involvement and engagement strategies;

Provides appropriate training that will enable parents to become proactive in responding to educational issues regarding their children;

Coordinates promotional conferences and fairs as well as updates the district website and other related communications;

Attends monthly youth development and family service meetings, and monthly one on one meetings;

Works within the guidelines of the Youth Development and Family Services Division protocols and procedures;

Develops, submits and monitors the division's budget;

Supervises and evaluates staff;

Performs related activities as assigned by the Director.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of school district policy and programs as they relate to community and parent involvement and as they relate to the guidelines of Youth Development and Family Services protocols and procedures; thorough knowledge of the various advisory councils, parent groups and community organizations; good knowledge of training and education programs available to school district staff and parents; working knowledge of program development and appropriate training methods; ability to effectively deal with a diverse population; ability to evaluate the effectiveness of existing programs and research and recommend new opportunities; ability to develop and monitor a budget; ability to organize conference and meetings; ability to communicate orally and in writing; ability to plan, coordinate and conduct workshops; supervisory ability; leadership ability; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Education, Human Services, Social Work or a closely related field, plus two (2) year paid full-time or its part-time equivalent professional\* experience in an education setting or agency involving the coordination of parent or community programs; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Education, Human Services, Social Work or a closely related field, plus four (4) years paid full-time or its part-time equivalent professional\* experience as defined in (A) above; OR
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus six (6) years paid full-time or its part-time equivalent professional\* experience as defined in (A) above; OR
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

\*Professional experience for the purposes of these minimum qualifications does not include clerical or secretarial work.

**SPECIAL REQUIREMENT:**

If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADOPTED:** 12/3/2009

**REVISED:** 4/9/2015