

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: Family Engagement Coordinator

TYPE: Licensed

REPORTS TO: Assistant Superintendent

POSITION SUMMARY:

The primary purpose of this position is to improve student achievement by coordinating family involvement and family support activities. Serve as a liaison between the school district and parents to help ensure that students have the support needed to demonstrate mastery of the state mandated curriculum in the core academic subject areas. Help families understand the educational system so they can become better advocates for their children's education. It includes ensuring disenfranchised communities and stakeholders feel connected to the district. Identify existing barriers to the effective engagement of key stakeholders and develop communication and engagement initiatives that enable increased stakeholder satisfaction.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree preferred
2. Education licensure preferred.
3. Criminal history clearance.
4. Knowledge of and experience with organization and coordination of school and community programs and activities.
5. Knowledge of and experience with educational programs, including educational technology, and community resources.
6. Knowledge of and experience with equity practices and proven ability to connect with diverse communities.
7. Knowledge of and experience with trauma informed practices and behavior supports.

ESSENTIAL FUNCTIONS:

1. Advocating for families and promoting interest in school.
2. Plan and provide educational opportunities for families that are likely to improve student achievement.
3. Identify and where possible, understand family/stakeholder issues, interests, aspirations, and concerns to better define what matters most.
4. Support schools in improving family involvement.
5. Communicate and promote expectations of high-level of performance to families.
6. Work with families to create positive relationships between school district and homes.
7. Provide regular communication to families to inform them of events and opportunities.
8. Articulate the district goals to families and solicit support in realizing the goals.
9. Demonstrate awareness of family needs and initiate activities to meet those needs.
10. Demonstrate the use of appropriate and effective techniques for family involvement.
11. Provide two-way communication with families and the district.

OTHER REQUIREMENTS:

1. This position is primarily performed indoors in school buildings.
2. This position requires travel between school and work sites. (The employee is responsible for supplying a vehicle for this and other position related travel and will be reimbursed for approved mileage).
3. Evenings and/or extended work hours are often required.
4. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.

TERMS OF EMPLOYMENT:

Current base work year is approximately 191-202 paid days, subject to change. May include extended contract days.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulation concerning personnel evaluation.

EMPLOYEE STATEMENT:

- I have reviewed the above position description and understand its contents.
- I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.
- I hereby certify that I am able to fulfill the essential functions of the above position.

Employee Name (Print)

Employee Signature

Date