JOB DESCRIPTION
San Leandro Unified School District

Family Engagement Program Coordinator

Purpose Statement

Under the direction of an assigned supervisor, encourage and coordinate parent education and involvement in various school programs and other activities, perform liaison duties of an assigned program between administrators, personnel, community resources, agencies and parents and or families; refer families to local agencies or school services as appropriate, prepare and maintain related records and reports.

This job reports to the assigned administrator.

Essential Functions

- Facilitates, collaborates and unites other district personnel, community organizations and communicates with families, staff, principals and others to assess the needs of students and/or families to maintain services and/or programs
- Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing information and/or direction as may be required for implementing services and or programs
- Schedule and conduct home visits with assigned families to acquire information and discuss school related problems such as well being, absenteeism, achievement, health and medical
- Develop and monitor grant budgets; completes all requirements and reports
- Perform a variety of clerical duties including maintaining manual and electronic files, answering phones, duplicating materials and preparing correspondence; prepare and maintain a variety of records and reports related to program activities that comply with regulatory requirements
- Organize and implement tiered marketing and outreach efforts for special populations
- Provides resource materials and support when needed, researches relevant and current community resources for the targeted services and or programs
- Facilitates, participates and encourages parent involvement in school programs, parent trainings, and events; explains and assists in determining program eligibility
- Inventory, order, receive and distribute materials, supplies and equipment

Other Functions

- Attends, facilitates and participates in meetings, training and conferences as assigned.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit
- Individual and/or small group case management for students and families to ensure effective wrap-around services and support

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent

software applications; planning and managing projects; and preparing and maintaining accurate records; bilingual preferred; facilitating meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; community resources; district policies and procedures;.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions; personal automobile for job-related travel may be required.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness. The job is performed under minimal temperature variations.

Experience — Job related experience is required.

Education — Targeted, job related education with study in a job-related area.

Equivalency — Bachelor's Degree Preferred.

Required Testing	Certificates
Pre-Employment Proficiency Test	Driver’s License & Evidence of Insurability
Continuing Educ./Training	**Clearances**
	Criminal Justice Fingerprint/Background Clearance TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	PENDING	48