

Coordinator II – Family and Community Engagement Services (FACES)

Position Details

Reference Code: A535

Division: Curriculum and Professional Development

Classification: Professional-Technical

Terms of Employment: Range 39 of the Unified Administrative Salary Schedule,
12 Months

FLSA STATUS: EXEMPT

Position Summary

This position functions to facilitate increased parental, school, and community engagement in the Clark County School District with the specific focus on increasing academic achievement of students attending Title I schools. The position is responsible to create a network of support for students focusing on the development of programs and strategies to include schools and community in support of parent engagement. This position is directly responsible to the Director, Family and Community Engagement Services (FACES), Curriculum and Professional Development Division, Curriculum, Assessment, and Instruction Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops, implements, supervises, and monitors a program to include personnel with a focus on the improvement of family engagement of students attending Title I schools with the goal of increased student achievement.

2. Establishes, monitors, and maintains communication mechanisms to increase and improve interactive communication between parents, schools, the community and the District in alignment with goals of proficiency and competency toward academic success.
3. Proactively seeks out resources, researches, and information on models and strategies in other districts; changes in the field of family and student engagement; and share new learning with colleagues.
4. Develops strategies and procedures to involve families of students attending Title I schools and community members in the realization of a school's vision and performance plan action steps.
5. Works cooperatively with principals, teachers, parent organizations, and other staff to develop and maintain a family-friendly school climate in each school.
6. Provides professional development to department and school personnel with the purpose of promoting and maintaining family engagement to create an inclusive, productive, and welcoming environment.
7. Selects and provides schools with appropriate parent/family educational materials to be utilized in individual school resource centers.
8. Develops and prepares publications and other media designed to help parents motivating them to assist their children to succeed academically.
9. Assists school staff in identifying educational resources and materials, including information on post-high school options, college preparation requirements, financial aid and career exploration, for use by parents and families to support and assist in meeting their child's educational goals.
10. Develops and maintains information and resources for department website and a parent engagement link on the District website.
11. Coordinates programs, workshops, trainings, and special events that encourage and fosters parental involvement in the school, communicate the District's vision and individual school's goals, provides information on educational resources for parents, provides personal enrichment/educational activities for parents, and provides information on educational requirements at the school.
12. Recruits parents to participate in districtwide and school-based events.
13. Coordinates strategies that increase the number of parent volunteers and parent groups involved in school-based activities.
14. Becomes familiar with community resources and organizations available to aide parents and assist schools in developing resource libraries for parents.
15. Implements state and national initiatives to encourage and enhance opportunities for parental involvement in education.
16. Establishes relationships with local Parent-Teacher Associations (PTAs) and Parent-Teacher Organizations (PTOs) and seeks out potential new partners.

17. Supervises, mentors and supports department staff, as assigned.
 18. Performs other duties related to the position, as assigned.
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Position Expectations

1. Excellent communication and accurate writing skills.
 2. Ability to work within a multi-cultural community, recognizing the sensitive nature of collaborating with people of different cultural backgrounds and expectations.
 3. Ability to use technology for public presentations and knowledge of basic computer applications.
 4. Ability to conduct meetings and workshops, gather input, plan and facilitate public gatherings, and conduct focus groups.
 5. Ability to express motivational, team-building communications, and exercise rapport-building skills.
 6. Ability to work flexible hours including evenings and weekends.
 7. Knowledge and understanding of Family Educational Rights and Privacy Act (FERPA) regulations.
 8. Knowledge and understanding of the District Parent Involvement Policy (P-1140) and section 1118 of the Elementary and Secondary Education Act (ESEA).
 9. Knowledge and understanding of the Nevada State Legislative Parent Involvement and Family Engagement statutes.
 10. Knowledge and understanding of the nationally recognized standards of parent involvement.
 11. Knowledge of local community resources for families and how to access services.
 12. Knowledge of comparable parent involvement programs in other school districts.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of five (5) years volunteer work experience with parent/community organizations (i.e., Parent-Teacher Association/Parent-Teacher Organizations (PTA/PTO) community service organizations, Little League, youth development organizations, Boys and Girls Club, etc.).
3. Demonstrated experience involvement in community activities.
4. Demonstrated experience and ability to work with others.
5. Demonstrated effective experience and skills in planning, organizing, and coordinating activities.

Preferred Qualifications

1. Fluent in both English and Spanish.
2. Experience in public relations.
3. Experience in an urban school setting.
4. Skilled in conflict resolutions, mediation, and/or negotiation skills.
6. Ability to work under pressure, meet deadlines, and manage more than one project at a time.
7. An understanding of the District's curriculum standards.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 04/06/20
- Created: 02/11/15