

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Family Engagement Coordinator

Department: Instruction

Grade: 496

Calendar: 12 month

Date Reviewed: September 2019

Reports To: Director of Teaching,
Learning and Innovation

Purpose of Job

The purpose of this position is to identify, coordinate and implement effective strategies and events to engage pas partners in their students' education with the outcome of improving student achievement in the Clarksville- Montgomery County School System

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Identify needs and barriers to parental engagement
- Participate and collaborate on behalf of CMCSS in community outreach for events focused on families
- Coordinate and/or make presentations to large and small groups
- Prepare and/or coordinate family focused workshops in collaboration with various departments
- Seek out and Coordinate appropriate guest speakers and activities to maximize parent engagement
- Prepare and deliver oral and written parent communication
- Identify support options needed for parents helping students succeed in school
- Collaborate with community relations director on joint events, projects impacting community support of families
- Develop strategies to incentivize families for increased participation in volunteer and engagement efforts
- Supports schools in developing, implementing, and monitoring workshops for families Coordinate and provide guidance to staff who work evening hours at the Learning Centers
- Coordinate, plan and communicate about the programming at the Learning Centers for preschool and elementary aged student
- Develops partnerships with community organizations to provide parent-focused workshops
- Facilitates a variety of public information and parental / community relations activities, events, and projects
- Collaborates with administration to develop policies and procedures related to parent engagement
- Researches and prepares reports and information for CMCSS related to parent engagement
- Targets outreach to actively engage with diverse populations throughout the community

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree preferred, with experience working in communications, public relations, public engagement, education or a related field

Special Knowledge/Skills

- Strong organizational, communication, and interpersonal skills.
- Proficient in technology, preferably Microsoft software such as Word, PowerPoint, etc.
- Comprehensive knowledge of community engagement and marketing
- Ability to research, manage simultaneous projects

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and transportation practices as they pertain to the performance of duties relating to the job of Family Engagement Coordinator. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines and equipment which includes a computer, printer, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange financial and administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to Family Engagement Coordinator. Requires the ability

to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to job of Family Engagement Coordinator.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials, to explain procedures and policies and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the position of Family Engagement Coordinator.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date