**Family Engagement Coordinator: 21st Century Community**

**Learning Center Grant, ACE Program**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Reports To: Director: 21st Century Community Learning Centers, ACE Program

**Dept/Campus:** District **Paygrade:** P-3

**Wage/Hour Status:** Exempt

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

This position will supervise and coordinate all Family Engagement activities for the 21st Century Community Learning Centers (ACE) afterschool program in Texarkana ISD. Additionally, this position is responsible for establishing and maintaining campus and community relationships to develop programs and leverage resources that best meet the evolving needs of ACE families. This position is also responsible for monitoring all family engagement activities occurring at ACE Texarkana afterschool sites and ensuring that all data is accurate and that all grant guidelines and expectations are met. Perform casework service to help students resolve personal, emotional, and social problems that interfere with their adjustment to school and their ability to enjoy the benefits of the educational process. Responsible for establishing a system for identification of families and children in need of social services and implementing program activities.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s Degree in social work, adult education or related field from an accredited college or university preferred

Valid Texas license as a master social worker granted by the Texas State Board of Social Worker

Examiners preferred

**Special Knowledge/Skills:**

Access parent and family needs for guidance and support

Access community-based resources

Coordinate the services of multiple family serving organizations and agencies

Demonstrate effective organizational, communication, and interpersonal skills

Demonstrate effective marketing skills

Develop and lead team-building efforts

Organize and maintain accurate records

Understand TEA and TISD policies, procedures, and expectations regarding parent and family engagement in their children’s education

Provide on and off-site training to families and ensure the implementation of district goals regarding parent and family engagement

Promote program goals, recruit volunteers through public presentations and work collaboratively with the TISD Student and Community Development department

Familiarity with evidenced-based practices and curriculum that support parent and family well-being

Follow best practices for Family Engagement Program implementation

**Experience:**

Two years related experience in education, social services, and/or adult/community education is required

Experience with parent and family programs a plus

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Recruit and train Community Based organizations that provide Family Engagement activities to provide services to students and families following 21st Century Community Learning Center guidelines, program goals and objectives, and State and District academic standards and initiatives
2. Develop and maintain effective communication between schools, families, and service providers.
3. Effectively communicate program vision to and solicit input from the community; including collaborators, volunteers, parents and school staff.
4. Plans, develops, delivers, and evaluates evidenced-based Family Engagement workshops and training with fidelity and works with the Program Director, Site Coordinators, Parent Support Specialists, Family Resource Centers, community partners, and schools to schedule and implement programs.
5. Plans, develops, coordinates, and provides training and workshops for Site Coordinators and Parent Support Specialists on Best Practices of Family Engagement and related topics.
6. Keeps informed of local, state and national programs, organizations/agencies that promote the involvement of parents.
7. Develops and distributes quarterly Parent Engagement Newsletter and other marketing materials in collaboration with the TISD Chief Communications Officer.
8. Attends all school and community partner meetings and informs members of ACE Texarkana activities.
9. Attend and represent ACE Texarkana at district and community events.
10. Connects families to community resources from which they will benefit.
11. Works with Department of Student and Community Development and Instructional Services in developing district-wide parent involvement survey and effectiveness reports.
12. Maintain necessary records for the program in compliance with District, State and Federal policies, laws, and regulations.
13. Perform casework service with parents to increase the parents’ understanding, their constructive participation in resolving their child’s problems, and their knowledge and use of available and appropriate resources.
14. Serve as liaison between student, home, school, and community resources, such as family service agencies, child guidance clinics, courts, protective services, doctors, and clergy members. Access and work closely with community agencies to identify resources for student and family support.
15. Provide crisis intervention and preventive support as needed by students and their families.
16. Make home visits to gather information relating to students.
17. Compile, maintain, and file all physical and computerized reports, records, and other required documents.
18. Comply with policies established by federal and state laws, State Board of Education rule, and board policy.
19. Comply with all district and campus routines and regulations.
20. Participate in professional development activities to improve skills related to job assignment.
21. Maintain a positive and effective relationship with supervisors.
22. Effectively communicate with colleagues, students, and parents.

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate (verbally and written) and maintain control under stress;

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs. May be required to lift and transfer students to and from wheelchairs or assist with positioning students with physical disabilities. Frequent district-wide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date