

## WARREN COUNTY PUBLIC SCHOOLS

**JOB TITLE:** Family Engagement Coordinator

**LOCATION:** Various Schools

**JOB CATEGORY:** Professional

**PAY GRADE:** 1-5

**FSLA:** Exempt

**IMMEDIATE SUPERVISOR:**  
Supervisor of Special Services

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Supports and strengthens the link between community-based organizations, parents, students and schools.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

- Creates and fosters community partnerships that offer services to meet the needs of families.
- Encourage family/parental involvement
- Refer families to community agencies
- Work in collaboration with schools and other stakeholders to achieve district goals
- Facilitate ECSW eligibilities and IEP development
- Recruit, process, and register students to ECSE and VPI programs
- Conduct periodic home visits to assess family resources and needs
- Coordinate family events/workshops that support school goals and address key areas of focus
- Utilize data to manage family participation
- Plan and organize parent training sessions, workshops and family support services
- Work closely with identified families to ensure they receive continued support for their child's educational goals
- Inform families of community resources that could provide needed assistance games/materials for the entire family.
- Perform other duties as assigned.

### **KNOWLEDGE, SKILLS, EDUCATION, AND EXPERIENCE**

- Bachelor's degree in Education or related field required
- Strong communication and interpersonal skills
- Excellent organization, planning, and human relation skills
- Must be familiar with the community and support agencies
- Must be adaptable to meet the needs of the families
- Experience working with families from diverse cultures and socio-economic backgrounds.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria; auditorium; and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required.

Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

### **EVALUATION**

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities by the Director of Special Services and Director of Elementary Instruction.