FAMILY INVOLVEMENT COORDINATOR

Include School District background here: Location, size of district, number of schools, web site, Twitter

Include School background here: Name of school, location, size, school serves which grades, web site, Twitter

Responsibilities of Family Involvement Coordinator:

• Develop materials for training for families on how to improve child achievement.
• Communicate with parents about academic assessments, proficiency levels for students, and ways to engage families.
• Attend and actively participate in all PTO/PTA programming.
• Coordinate parental volunteer program with classroom teachers.
• Work with EL coordinator to ensure that all information sent home is in a language parents can understand.
• Create a schedule that allows parents to meet with Family Involvement Coordinator during the day.
• Develop a Parent Resource room as a resource for families.
• Serve as a liaison between home and school by assisting the school administration, faculty, and staff in coordination of family involvement activities.
• Serve on the District Title One Parent Involvement Committee.
• Assist the school administration, faculty, and staff in coordination of family involvement activities.
• Keep full and accurate records of activities, forms, distributions, materials, and expenses.
• Prepare regular reports to the school administration.
• Position requires 5 hours per week; position renewed each semester based on positive evaluation by administration.

Desired Qualifications:

• College Degree Preferred
• Experience working with students and/or adults
• Possess a vision and commitment to quality education
• Passionate commitment to the belief that all children can learn
• Ability to work with all segments of the school community and function as an integral member of a proactive administrative team

Timetable:

• Include process

To Apply:

• Include directions on how to apply