

COORDINATOR II: PARENT AND FAMILY ENGAGEMENT (Language Development Programs)

DEFINITION

Under the general direction of the Coordinator of Language Development Programs, serves as a resource to schools, families, and students from Preschool through 12th grade.

This Coordinator collaborates with the Coordinator of Language Development Programs to support the needs of all staff in the Language Development Programs; develops and coordinates opportunities for staff to support student academic success, learning at home and

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned.

- x Develops, coordinates and implements research-based site, district, and community levels
- x Provides professional learning opportunities for teachers for creating a welcoming environment, establishing competency, and ensuring the inclusion of all students
- x Collaborates with MTSS programs and other parent involvement family engagement activities and resources, working to support intended learning and program objectives
 - o Develops success criteria and LCAP metrics for parent and family
 - o Conducts surveys to assess the needs of parents at the site
 - o Gathers, analyzes, and shares family and community members' input
- x Promotes parents as partners by involving them in the decision-making process activities and school improvement
 - o Coordinates and facilitates the District English Learner Advisory Committee
 - o Monitors the establishment of site level English Learner Advisory Committees
- x Keeps records of all parent and family engagement activities, reports, and data
- x Represents the district at state and county meetings related to parent and family engagement
- x Provides workshops and seminars for parents and families at the site
- x Coordinates, monitors, and evaluates resources that support parent and family engagement training materials and communication tools and systems (i.e. Canvas, etc.)
- x Works with district staff to publicize, communicate, and post events related to parent and family engagement
- x Provides technical assistance related to parent and family engagement

