



Job Title: Family and Community Engagement Coordinator

Department: Student and Family Support Services
Reports To: Director of Family and Community Engagement
Grade: BG-04
Number of Days: 12 Months
Security Access: Mason Education Service Center
Current Date: May 26, 2016
Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Under the general guidance from the Director of Family and Community Engagement, work in a team oriented environment to monitor program implementation and provide technical assistance to support the requirements of the TPS Programs to promote parent family and community engagement. The Family and Community Coordinator will be responsible for developing and implementing a family and community engagement plan of action, inclusive of activities and procedures. Families and community input are key contributors to the overall development of the plan. The parent component must be integrated into the District's overall plan for achieving high standards for all students. This position also includes providing

professional leadership with district wide Title I events and enrichment / extended year programs.

Minimum Qualifications:

- Bachelor's Degree

Responsibilities and Essential Functions: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ensure that Title I, Part A parent involvement regulations are met with meaningful and strategic actions to build parent capacity under this section of the law including compacts, policies and parent meetings.
- Collaborate with staff and principals in facilitating program advisory committees to assure proper representation of Title I federal program requirements through needs assessments to include in site improvement plans.
- Coordinate family involvement strategies with other programs that are focused on high academic achievement.
- Advise and give technical assistance to site parent facilitators on all Title I procedures.
- Coordinate meetings and training for parent facilitators to educate staff on how to communicate and work effectively with parents as equal partners in ensuring the academic achievement of their students.
- Provide assistance to schools in planning and implementing strong family involvement programs, activities and opportunities.
- Serves as district based intermediary contact for community based services for families dealing with conditions that impact the academic achievement of students.
- Expand continued learning, volunteer classroom and school participation opportunities for families.
- Promote sharing of power with parents as decision-makers by helping parents understand the educational system so they can become better advocates for their children's education.
- Recruit volunteers from the community to host various workshops and classes to speak directly with families.
- Create opportunities for parents and families who have limited English proficiency, a disability or are underrepresented because of social economics or racial barriers to participate in education initiatives and enrichment workshops.
- Provides technical assistance relating to parental involvement as needed locally or at the district level.
- Provide families with information regarding the Title I program.
- Provide training to help families address issues with the school leadership and teachers to improve academic achievement.
- Build a support structure for ongoing communication between teacher and parent. Coordinate Supplemental Educational Services for Title I schools in need of improvement.
- Provide ongoing support and coaching for district and school level staff in family engagement best practices, national research and recommendations.
- Perform other related duties as requested.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to facilitate collaborative team process across the disciplines
- Understanding of educational success and social, emotional learning and development.

- Experience working with persons with diverse cultures and economic backgrounds.
- Strong organizational, communication and interpersonal skills.
- Knowledge of school district and community resources.
- Ability to conduct staff development and community education regarding family and community engagement
- Coordinate services and reports in a timely manner
- Knowledge of program management, monitoring and valuation.
- Ability to work with parents, administrators, teachers, other staff and members of the community.
- Knowledge of Federal regulations relative to Title I programs.
- Ability to operate various office computers, fax machines and copiers.
- Ability to be flexible and perform multi task successfully.
- Ability to speak Spanish a plus

Supervisory Responsibility:

- None

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.
- Office, Various school sites, various community partner organizations.
- Must be able to operate a motor vehicle and be able to respond to various sites as necessary.
- Must hold a valid Oklahoma Driver's License and maintain appropriate motor vehicle insurance.
- Must be able to lift parcels, including school supplies and uniforms.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.