

PUEBLO SCHOOL DISTRICT 60
PROFESSIONAL JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title:	Parent and Family Engagement Coordinator – Grant Funded
Prepared Date:	8/22/2023
Revised Date:	
Work Year:	220 days;
Department:	Student Support Services
Reports To:	Executive Director of Student Support Services
Salary Range:	APT Salary Schedule
Benefits:	Fringe Benefits based on Schedule C Benefits
Status:	FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

This is a grant funded position with funding through the Colorado Department of Education through September 30, 2025. There is no guarantee of continued employment beyond that time

The Parent and Family Engagement coordinates and implements parent involvement in students' educational programs and school site activities; researching and acquiring a broad array of community resources to support instructional and social and emotional learning programming; and facilitating positive parent, school and student relationships. The Parent and Family Coordinator will work with parents, relatives and parent groups to facilitate stronger ties to schools and teachers, and to enable parents/families to assist their children.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Any combination of education and/or experience to: Bachelor's Degree in Social Work, Psychology, Counseling, Education, or related field, and three (3) years of experience in education or community related role
- Valid Colorado Driver's License
- Reliable Transportation
- Proficient in Microsoft Office and Google Suite Applications
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience in K-12 or higher education settings
- Leadership responsibilities involving project management and/or parent and family engagement activities
- Demonstrated experience working with community partners
- Experience in working with grants

SKILLS AND KNOWLEDGE:

- Ability to work in a complex environment using technical and interpersonal skills.
- Ability to establish and maintain positive and productive working relationships with diverse groups including regulatory agencies and members of the school and stakeholder community.
- Ability to effectively present information to leadership, public groups, and boards of directors and respond to common inquiries or complaints as needed.
- Ability to work independently with minimal on-site supervision demonstrating sound judgment and decision-making skills to ensure quality of work meets expected standards.
- Ability to work well in a team including principals, teachers, students, parents and other community members. It is critical to be able to build teams and work collaboratively
- Ability to prioritize multiple demands.
- Ability to maintain accurate records and documentation and provide reports to the school administration.
- Ability to maintain strict confidentiality and ensure the safety and security of confidential information and documents.
- Working knowledge of and the ability to operate within Board policies and procedures
- Strong organizational and time management skills for balancing competing priorities
- Excellent interpersonal, verbal, and written communication and conflict resolution skills with the ability to build relationships with people from diverse life experiences
- Ability to work a flexible schedule, including some nights and weekends

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant

contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Coordinate educational opportunities using across the district (e.g. parenting skill workshops, parent academies, etc.) for the purpose of helping parents promote student achievement, positive student behavior, improved attendance and home-school partnerships.
- Develop programs and/or activities for parents to be involved their childrens' education for the purpose of promoting successful participation in all phases of school life.
- Make home visits for the purpose of acquiring information regarding parent and student needs and to proactively develop a partnership with district families.
- Train D60 staff, as applicable, on district and school-based parent and family engagement initiatives.
- Develop, host, and refine the district's Parent Academy program and other parent and family engagement activities on/off school sites, in the local community and/or district neighborhoods.
- Participate in meetings, workshops, and professional development training in order to develop and expand the district's parent and family engagement initiatives.
- Prepare written materials (e.g. invitations, emails, letters, etc.), as necessary, for the purpose of promoting and marketing the district's parent and family engagement activities
- Recruit parent/community volunteers for the purpose of assisting the district in its parent and family activities.
- Seek out community partners for the purpose of helping enhance communication between home, school, and community and for identifying guest speakers at the district's parent academy program/events.
- Ensure program objectives are closely aligned with expectations from the Colorado Department of Education (CDE). Use surveys, focus groups and/or other metrics to gauge progress and track performance. Provide grant reporting data to CDE, as required.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Executive Director of Student Support Services

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle, or feel. The work requires the use of telephone and using fingers to operate computer or typewriter keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 6 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (6 – 9 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting/Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work; constant interruptions; at times works in classrooms and hallways surrounded by students and staff of various ages and abilities; Daily work schedules will vary depending on student and school needs.