



# Longview Independent School District

## JOB DESCRIPTION

### FAMILY ENGAGEMENT COORDINATOR

<b>JOB TITLE:</b>	Family Engagement Coordinator	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Campus Principal/ Magnet Grant Director	<b>TERMS:</b>	187 Days Anticipated Opening January 2019
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Administrative 2 (Grant Funded Position)

---

#### PRIMARY PURPOSE:

The development and implementation, in conjunction with project campuses, of a Family Engagement Plan that will improve and promote parental and community engagement for the magnet campuses; provide parental support and training that will support parents in helping their children succeed academically; coordinate volunteers to serve as student mentors within the project campuses

#### QUALIFICATIONS:

##### Education/Certification:

- Bachelor's Degree in Education, Social Work or related field from an accredited college or university

##### Special Knowledge/Skills:

- Ability to develop and work towards goals and objectives
- Knowledge of the Longview community
- Awareness and ability to access community resources
- Strong written, verbal and non-verbal communication skills
- Fluency in Spanish, preferred

##### Experience:

Experience in an educational setting, preferred  
Parent/family engagement experience preferred



## **JOB DESCRIPTION**

# **FAMILY ENGAGEMENT COORDINATOR**

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Develop and implement a Family Engagement Plan for all magnet campuses, in conjunction with the campus leadership
2. Plan and oversee community/family involvement activities
3. Develop customer satisfaction protocols for greeting parents and community partners in the building or over the phone, make physical climate of the schools inviting, etc.
4. Work in conjunction with campus and district administration
5. Provide assistance with community relations
6. Work to coordinate a program to provide mentors to students on the magnet campuses
7. Direct special projects and programs to improve community knowledge of magnet programs
8. Conduct an annual evaluation of the Family Engagement program
9. Design, develop and provide training to staff in Parental Involvement/Family Engagement methods, strategies and best practices
10. Investigate best practices for Family Engagement and make recommendation to the Administration concerning those practices
11. Contact outside agencies for the purpose of seeking resources and activities that will increase the participation of families in school and parent opportunities
12. Assist with the Magnet Advisory Council
13. Provide written and verbal reports as needed
14. Maintain accurate records of all activities for the district and state auditors and federal grant requirements
15. Comply with district policies, as well as state and federal laws and regulations
16. Adhere to the district's safety policies and procedures



# Longview Independent School District

## JOB DESCRIPTION

## FAMILY ENGAGEMENT COORDINATOR

### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

17. Maintain confidentiality in the conduct of district business
18. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
19. Demonstrate regular and prompt attendance
20. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

Supervise assigned teachers and teacher aide(s) as required

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (15 pounds); occasional moderate lifting and carrying (15-44 pounds).



# Longview Independent School District

## JOB DESCRIPTION

# FAMILY ENGAGEMENT COORDINATOR

### EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of administrative personnel

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: Oct., 2018**