



David Douglas School District #40 Classified - Job Description

FAMILY AND COMMUNITY PARTNERSHIP COORDINATOR

Schedule: Exempt / Up to 12 months per year / About 260 Days per Year

Salary Level: Salaried Position, Classification to be determined

POSITION PURPOSE

The Family and Community Partnership Coordinator serves as the primary link between the District, our schools' teams and our multiple community partner agencies. The Coordinator provides leadership and training for our families and serves as our key liaison between the district, families and community partners. The Coordinator serves as supervisor of classified District Bilingual Community Liaisons while providing coordination and oversight of the District's program designed to strengthen family and community engagement and partnerships.

NATURE AND SCOPE OF RESPONSIBILITIES

- Builds relationships and makes connections with district families and community partner agencies as an engagement liaison
- Serves as liaison to all community partnership agencies
- Supervises, evaluates and disciplines District Bilingual Community Liaisons
- Schedules meetings and convenes family and community partnership engagement for planning activities and action
- Serves as a liaison between school/program and family engagement initiatives:
 - Provides assistance to schools on the fostering of a family friendly school climate
 - Provides assistance with parent and family participation in school activities and student related events
 - Provides assistance with parent and family advocacy in student/school related matters
 - Provides assistance with and communicates District and school information to parents and families
- Supports and provides assistance for family and community partnership engagement at all schools and departments, including SUN Program, Successful Families 2020 and other community-based organizations
- Networks and Collaborates with other District level administrators to coordinate engagement and partnership work
- Plans and hosts District Community Forums
- Plans and implements cultural activities with District and/or school teams
- Coordinates volunteer involvement as it relates to the school/programs
- Coordinates family and community engagement activities (i.e., workshops, family university, college visitations, etc.) that promote functioning and lasting relationships within the school district and the David Douglas community
- Works with community partners to identify appropriate resources and shares these resources across the district
- Flexible Work Week Schedule in order to attend, participate and coordinate various afterschool, evening and weekend family and community events
- Attends district parent teacher conferences, parent communication days and other school/district events (modified work week schedule as needed)
- Participates in assigned/appointed meetings and committees which may include evenings or weekends
- Attends professional development activities offered, or as requested by supervisor
- Tracks and reports on benchmark goals and activities of community partnerships
- Maintains files and documents related to family and community partnerships and responds to inquiries
- Coordinate and/or serve as an interpreter and translate documents as needed
- Lead and guide activities and decisions with a racial and cultural equity mindset and lens

- Performs public relations and clerical duties/secretarial as needed
- Performs other duties as assigned

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QUALIFICATIONS

- Minimum two years of college experience or equivalent required
- Certified Licensed Educator OR Bachelor's Degree in a related field preferred
- Previous experience working with public schools preferred
- Knowledge of English usage, spelling, mathematics and basic understanding of subjects and conditions in which the specialist may be asked to communicate
- Preferred but not required Bilingual Language Skills – proficiency in English and one of the District's top native languages (Spanish, Russian, Vietnamese, Chinese or Somali)
- Accurate use of a computer word processing program, as well as office machines and audio-visual equipment as needed
- Knowledge of District and school policies, procedures and operations
- Ability to relate well to families and community partners and their requests for assistance
- Ability to work proactively and positively with individuals and groups
- Ability to speak appropriately and effectively in public
- Ability to write clearly in English
- Ability to work flextime as needed (evenings and weekend events)
- Ability to plan and organize materials and events
- Ability to follow oral and written directions; to maintain the confidentiality of sensitive and confidential information
- Ability to work harmoniously with others and to communicate effectively (both verbally and in writing) with district personnel
- Requires possession of a valid Oregon state driver's license
- Must have reliable transportation to travel to and from all District/school facilities

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with frequent lifting of up to 10 pounds and occasional lifting of up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings. Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual candidate preferred.