

CHURCHILL COUNTY SCHOOL DISTRICT

PARENT AND COMMUNITY ENGAGEMENT COORDINATOR

FSLA: NON-EXEMPT

Created: 9/2016

Last Revised:

DEFINITION:

This position will support the district's plan and serve as a liaison between the school administrators, faculty, staff, and students' parents. This key position will improve communication between the school and the students' families; promote parent engagement in their children's education; and to encourage greater community involvement in the school.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the direction of the Director of Educational Services, who will at least annually evaluate the coordinator's performance. Work is reviewed through observations and results achieved.

ESSENTIAL FUNCTIONS: *Performance of these functions is the reason this job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Coordinates family events and workshops could include evenings or weekends.
2. Participates in the schools PTO, school committee meetings, and other appropriate committees.
3. Coordinates incentives such as field trips, childcare, awards, games, and other fun family engagement activities to encourage family participation in school related events.
4. Assist parents in becoming more involved with their children's education and to promote a sense of community.
5. Works closely with the schools and the community to ensure strong communication and partnerships.
6. Acts as liaison with Students in Transition, Indian Education, and NAS Fallon.
7. Works collaboratively with the Site PIC from the schools, to promote program and event participation, community involvement and other shared responsibilities.
8. Disseminates and collects appropriate data (attendance, surveys, etc.) necessary for grant reports.
9. Demonstrates knowledge in community-based programs.

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10. Works with stakeholders to foster community involvement in school development (PTO, parent volunteers).
11. Facilitates live face to face opportunities for families to connect with the larger school community in partnership with other school teams (i.e. college visits, back to school events, etc.).
12. Participates in planning, organization, publicizing programs and public events; maintain social media and master event calendars.
13. Develop and promote Churchill County School District successes to community organizations.
14. Builds and maintains relationships with parents, teachers, administrators, and community members.

QUALIFICATIONS – *Knowledge, Skills and Abilities: (KSAs are the attribute required to perform a job; generally demonstrated through qualifying experience, educations, or training.)*

Knowledge of:

- Churchill County School District policies and procedures;
- Intermediate to advanced computer skills including Microsoft Office and specialized software (i.e. Infinite Campus); and
- Monitoring and reporting of Federal grants.

Skills to:

- Operate standard office equipment including computers and related software applications;
- Handle multiple tasks with shifting priorities;
- Take initiative, be a self-starter; and
- Have excellent networking skills and interpersonal skills.

Ability to:

- Work independently in completing assigned tasks;
- Deal courteously with the public and obtain the information necessary to assist them;
- Research problems and implement solutions;
- Build relationships and collaborate with others;
- Work and communicate effectively with all people contacted in the work environment, both orally and in writing; and
- Understand and carry out moderately complex written and oral instructions.

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Experience and Training Guidelines - *Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

BA preferred. A combination of experience and training which provides the knowledge, skills, and abilities to perform the work.

Required Certifications and Licenses:

Must possess and maintain a valid Nevada Driver's License.

Physical and Mental/Intellectual Requirements:

Strength, dexterity and coordination to use keyboard and video display terminal for prolonged periods. Cognitive ability to operate a computer using word processing and databases. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The ability to effectively communicate in person, via telephone or by electronic means as appropriate. May lift objects in excess of twenty-five pounds (25) and occasionally lift or move objects weighing fifty pounds (50) or more.

Please see chart below indicating specific physical requirements.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

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PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSEIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing		X		
Walking	X			
Bending/Stooping/Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above the body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladders, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/Gripping	X			
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearing				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/CRT			X	
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				

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ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours				
Senses:				
Eyes				
Visual Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Audio Arms				
Ability to Smell				

Working Conditions:

Work is performed under the following conditions:

Position functions primarily within an office. The majority of work will be performed sitting at a computer for prolonged periods of time. Exposure to climate controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposures to noise levels ranging from low to moderate for frequent time periods.

Hazards: Stress, anxiety and office equipment (as related to specific assignment). Minimal risk of exposure to hazardous chemicals or blood borne pathogens.

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____