



## Sumter County School System Job Description

### Title I - Family Engagement Coordinator

**Work Schedule:** 210 Days

**Organization:** Teaching and Learning

**Retirement System:** TRSGA

**Reports to:** Director of Title I

**FLSA Status:** Exempt

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#### Primary Function

Provides support to District Title I schools by implementing policies and coordinating programs to build capacity for family engagement per state and federal Title I, Part A regulatory guidelines

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#### Essential Duties

Provides technical assistance relating to family engagement as needed at the district and school level

Promotes shared decision-making opportunities by involving families in the planning and budgeting of family engagement activities

Support schools to ensure implementation of family engagement programs for Title I and compliance with all federal and state regulations and guidelines related to Title I.

Serves as School District liaison for state, federal, and other Title I family engagement meetings and between the school, parents, and community agencies

Assists in the development, implementation, and monitoring of an up-to-date District Family Engagement Policy and review school level family engagement Policy and School-Parent- Teacher Compacts on a yearly basis to ensure compliance with Federal Laws

Develops, distributes, and conducts surveys to assess the needs of parents at their school; develops, analyzes, and distributes the results of the parent surveys to the Title I Director, to parents, school staff, and district leadership.

Maintain accurate records of all parent involvement activities, reports, surveys, annual program evaluations, and communications to families; ensures compliance of the school or district's family engagement program with all state and federal guidelines; and prepares reports in a timely manner.

Provides leadership and advocacy for families and children served by the Title I program

Creates opportunities to involve all families in the education of their child

Collaborates with families, teachers, and the school to develop a family-friendly school climate and maintains an inviting and welcoming Parent Resource Center for visiting families.

**Essential Duties - continued**

Recruits volunteers from the community to host various workshops and classes to speak directly with parents

Reviews annual data reports to evaluate the effectiveness of the family engagement programs

Maintains ongoing relationships with community organizations that provide services and resources in support of our schools' educational programs

Participates in professional development at the local, regional, and/or state level to keep current on Title I laws, regulations, and guidance requirements and redelivers ideas and experiences with school staff and parents.

Assist staff and principals in planning and conducts trainings with the faculty, staff, and administrators to determine school needs in the area of family engagement and to share updates on family engagement best practices

Provides professional development to staff on effective strategies to engage families and/or effective communication with families and techniques for communicating and working with families to help parents understand school academic standards, assessments, and report cards

Provides workshops on the Title I program for families, schools, and the community.

Maintain positive relationships with the administration, families, other staff and students.

Serves as the Homeless and Foster Liaison for the district

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**Additional Responsibilities**

Assists families in accessing community resources

Develops partnerships with other social agencies

Establishes and meets regularly with the Family Engagement Committee

Attends regularly scheduled meetings/professional learning as determined by Title I Office

Performs other Title I duties as assigned by the Title I Grant Manager

Maintains open communication with other district employees

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**Minimum Qualifications**

Education: High School Diploma or GED required; Associate's Degree preferred

Certification/Licensure: None required

Experience: Minimum of 2 years of experience working in an educational or social services environment

Knowledge/Skills/Abilities:

Ability to plan, organize, manage, and implement successful programs

Must display strong interpersonal and public relation skills

Ability to relate/interact with various cultures and social groups

**Knowledge/Skills/Abilities - continued**

Ability to solicit resources for District needs

Must exercise strict confidence in handling sensitive student and parent information

Must be computer literate

Excellent organizational and leadership skills

Excellent communication skills both written and verbal

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**Note:** This is not necessarily an all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.