

# **WARREN COUNTY PUBLIC SCHOOLS**

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## **Family Engagement Coordinator Position Description**

**LOCATION:** Special Services

**JOB CATEGORY:** Professional

**PAY GRADE:** Grade 1-5

**FSLA:** Exempt

**IMMEDIATE SUPERVISOR:** Director/Supervisor of Special Services

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Supports and strengthens the link between community-based organizations, parents, students and schools.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Creates and fosters community partnerships that offer services to meet the needs of families.
- Encourage family/parental involvement
- Refer families to community agencies
- Work in collaboration with schools and other stakeholders to achieve district goals
- Facilitate ECSW eligibilities and IEP development
- Recruit, process, and register students to ECSE and VPI programs
- Conduct periodic home visits to assess family resources and needs
- Coordinate family events/workshops that support school goals and address key areas of focus
- Utilize data to manage family participation
- Plan and organize parent training sessions, workshops and family support services
- Work closely with identified families to ensure they receive continued support for their child's educational goals
- Inform families of community resources that could provide needed assistance games/materials for the entire family.
- Perform other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong communication and interpersonal skills
- Excellent organization, planning, and human relation skills
- Must be familiar with the community and support agencies
- Must be adaptable to meet the needs of the families

## **EDUCATION AND EXPERIENCE**

Candidate must be a graduate of an accredited college or university and Bachelor's degree in Education or related field required. Must hold or be eligible for Virginia license with an endorsement as a visiting teacher.

Experience working with families from diverse cultures and socio-economic backgrounds.

## **SPECIAL REQUIREMENTS**

Must be able to provide own transportation to school-related functions, the homes of students, community agencies, and schools throughout the division. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

## **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria; auditorium; and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required.

Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, administration, and parents is required. Frequent contact

with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

**EVALUATION**

The Director/Supervisor of Special Services will be evaluate performance in accordance with school board policy and administrative regulations on evaluation of personnel.