

PINON COMMUNITY SCHOOL BOARD, INC.
POSITION DESCRIPTION

POSITION TITLE	Parent Engagement Coordinator	FLSA	Non Exempt
Contract Term	10 months	Date Approved	04/09/2024

POSITION SUMMARY: Under the general direction of the Principal/Residential Supervisor, performs and plan for a variety of support to ensure timely communication and coordination of School activities to the parents of Kindergarten and Residential students at Pinon Community School and to ensure the achievement of established mission, goals, objectives of the School Board.

JOB GOAL: Increase and improve families, and community engagement in the education of children. Coordinate parent, student, and teacher programs that assist in building a bridge between the school and families. Build a positive environment to facilitate communication between home and school.

DUTIES AND RESPONSIBILITIES:

1, Pinon Community School (PCS)

- Supporting and articulating the Pinon Community School vision and mission to families and the greater school communities;
- Develops and publishes a monthly newsletter and creates and maintains the family engagement website.
- Provides regular communication with families to apprise them of events and opportunities at the school through monthly tips, strategies, and ideas;
- Coordinates and facilitates Family Engagement sessions at the Pinon Community School level
- Facilitates monthly FIAT meetings to meet Pinon Community School and Schools Integrated Action Plan (IAP) needs.
- Participate in monthly Johnson O’Malley (JOM) Indian Education Committee (IEC) and Title VI Parent Advisory Committee (PAC) meetings.
- Coordinate recognition initiatives for family and community volunteers;
- Collaborate with local, regional, and state organizations to create opportunities to help families understand school academic standards, assessments, and parent-teacher conferences;
- Administer, analyze, and distribute surveys to assess the needs of families at their local school(s) and/or Pinon Community School;
- Keeps complete documentation records of all family engagement activities, reports, surveys, funding, annual program evaluations, and communications to parents to meet Title I components; Pinon Community School Job Descriptions Parent Engagement Coordinator Governing Board approved 04-09-2024

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- Be an active member of the Pinon Community School Instructional Leadership Team.
- Supervision of school site Family Involvement Action Team Coordinators.
- Submit monthly progress to the immediate supervisor.

1. School:

- Coordinates and implements research-based strategies for their local school(s) and/or district families engagement program to engage families in improving student achievement at home, off-school site, and in the local community;
- Work cooperatively with school leadership in the implementation of Governing Board policies, procedures, and administrative regulations related to family and community engagement;
- Collaborate with families, teachers, and the school leadership team to develop a family-friendly school climate;
- Create opportunities for parents who have limited English proficiency, a disability or are underrepresented because of socioeconomic or racial barriers to participating in education initiatives and enrichment workshops;
- Support the school with student recruitment efforts, as needed.
- Make home visits as needed.

2. Community:

- Facilitates and coordinates training for community groups on the district curriculum, educational state standards, and the Pinon Community School Assessment Program to significantly impact students learning and performance,
- Attend and provide reports at local chapter and community meetings on a quarterly basis.
- Collaborate and plan active participation with the Community with the Pinon Community School.
- Promote families as partners by involving them in the decision-making process regarding family engagement activities and school improvement;
- Recruit volunteers from the community;
- Assist parents/families in understanding how to support learning in the classroom with activities at home and in after-school and extracurricular programs, communicate effectively with their children, teachers, and other school staff, and become active participants in the development, implementation, and review of school-parent compacts, policies, and school planning/improvement.

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3. Display ethical behavior in working with students, families, school personnel, and outside agencies associated with the school.
4. Protect the confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
5. All other duties as assigned.

QUALIFICATIONS:

- Bachelor’s Degree or higher degree (in social work or behavioral health, preferred)
- The ability to communicate effectively in English and Navajo;
- Knowledge of Navajo Culture, preferred;
- Must possess the demeanor to work with the public and be culturally aware of our families;
- Ability to maintain cooperative working relationships with those contacted in the performance of duties, to employees, parents, and the general public;
- Knowledge of Educational Standards & Data-Driven decision making (preferred);
- History of local leadership in community affairs and advocating for educational issues within the community (preferred);
- Hold and maintain a valid state-issued driver’s license with no restrictions;
- Ability to work flexible hours including evenings and weekends;
- Excellent organization skills, with a high level of proficiency in using technology efficiently and effectively as a communication tool;
- Ability to communicate effectively with varied audiences using multiple mediums;
- Strong computer and technology skills; proficient in Google Suites;
- Ten (10) year Navajo Nation Background Check Verification;
- Holds a valid Identify Verified Prints (IVP) Arizona Department of Public Safety Fingerprint Card.

Condition of Employment: Subject to background investigations as required by P.L. 101-647 to determine suitability for employment.

Fingerprint Clearance Card: All employees, School Board members, and volunteers as noted in the Indian Child Protection and Family Violence Prevention Act set forth at 25 U.S.C. § 3201 et seq. and as further defined in 25 C.F.R. § 63-10 et seq., and the Crime Control Act of 1990 set forth at 42 U.S.C. § 13401 et seq., shall successfully complete a background check to include criminal history checks conducted pursuant to fingerprints checks as set forth in the above-noted laws and regulations to include applicable

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federal, state, and tribal jurisdictions. Employment shall not be offered to applicants who fail to meet the standards set forth in the above-note laws.

All teachers and individuals who work at Pinon Community School are required to have an active fingerprint clearance card prior to employment. This is to determine the employee’s suitability, character, reputation, and trustworthiness is not in question to have an Identity Verified Prints (IVP) fingerprint clearance card on file. The fingerprint clearance card will be periodically updated every five (5) years for the status of current IVP fingerprint clearance cards.

Physical examination: Physical examination is required within thirty (30) calendar days of employment. After an offer has been made to an applicant in designated job categories, a medical examination will be performed by a health professional of the school’s choice, at the school’s expense. The offer of employment and assignment to duties is contingent upon the results of the medical examination. Information on an employee’s medical history or results from an examination will be filed and maintained separately from the employee’s personnel file.

The school may require an employee to undergo a medical examination, including random drug and alcohol testing, at any time that the school questions the employee’s ability to perform his or her assigned duties, or questions whether the employee may be a direct threat to the health or safety of the employee or others. An employee’s refusal to submit to testing under this policy is grounds for discipline, including termination.

Physical Effort: Frequently lifting and moving objects weighing over 50 pounds; occasional lifting up to
Physical Requirements:

Performance Evaluation: This position is subject to a ninety (90) probationary period evaluation and will be conducted within 30 days at the conclusion of the probationary period for the newly hired employee; then subject to bi-annual performance evaluation for contract renewal or non-renewal consideration.

EVALUATION: Performance will be evaluated in accordance with the Board’s Policy on Evaluation of Classified Personnel.

SUPERVISOR: Principal/Residential Manager

CERTIFICATION

I received a copy of my position and certify that this is an accurate statement of the major duties and responsibilities of this position. I understand that I will perform these duties and responsibilities.

Employee Signature

Date

Concur by: _____

Date