

SCHOOL DISTRICT ADDRESS

JOB DESCRIPTION FOR FAMILY AND CIVIC ENGAGEMENT COORDINATOR

QUALIFICATIONS: Bachelor's degree in education, social work and or counseling. Experience in working with community agencies, organizations, school personnel, families/students and administers preferred.

RESPONSIBLE TO: Director, High School

GENERAL DUTIES: Develop and facilitate collaborative, improvement planning process that integrates with existing assessments, such as CCIP, SIP and OIP. Mobilize school- and community-based learning supports based on the needs, assets, and aspirations of students, families and community members so that the physical, cognitive, social and emotional support that every student needs to succeed in school and in life. Follow the guidelines as established by State of California, SB 288; Adelman and Taylor, 2006; Ohio Department of Education [ODE] CSLS Guidelines, 2007).

SPECIFIC DUTIES:

1. Facilitate a Needs and Resource Assessment and identification of gaps.
2. Facilitate action planning, implementation and evaluation.
3. Develop and implement research-supported models and strategies for meeting needs and building assets through structured prevention, early intervention, and intensive programs and service models.
4. Develop and implement a collaborative structure that coordinates and mobilizes multiple people, organizations and strategies, simultaneously.
5. Maximize opportunities for academic learning and healthy youth development, both during the regular school day and during out-of-school time.

6. Address nonacademic barriers to school success and positive child/youth development.
7. Connect learning support systems to classrooms to improve interactions between teachers and students.
8. Develop and implement collaborative, distributed and adaptive leadership and management structures, as well as operational processes, to establish a comprehensive system of learning supports for students, families and communities.
9. Attend state and local meetings as directed.
10. Perform other duties as assigned by the superintendent and/or his/her designee.