



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 West Acacia Ave., Hemet, CA 92545, (951) 765-5100

## **SCHOOL, FAMILY AND COMMUNITY PARTNERSHIPS COORDINATOR**

### **Job Description**

Under the direction of the Director of Wellness and Community Outreach, the Coordinator provides educational support to our diverse community of parents in an effort to make them more active partners in the education of school-aged children. The Coordinator provides educational and parent engagement opportunities, access to community resources, support and guidance to families within the District in order to strengthen family and student success. The Coordinator must demonstrate the ability to lead and carry out the delivery of training, parent education and engagement programs.

### **Examples of Duties**

- Coordinates parent education and engagement programs including, but not limited to those connected with general education, the English Learner program, special education, GATE, and other parent programs
- Manages and supports Community & Parent Liaisons
- Coordinates parent engagement activities/services for outlying schools
- Conducts training and orientation for parents through workshops and individual consultation
- Visits school sites to promote and validate parent engagement
- Coordinates and conducts annual Hemet cultural festivities for the district; in addition to other parent workshops/events district-wide
- Encourages educational support and community engagement in parents
- Provides training in conducting public meetings and Robert's Rules of Order
- Encourages parental engagement in site activities
- Monitors site activities for parent engagement
- Under the direction of the Director of Equity & Community Outreach, supports the training of district and school staff in parent engagement strategies
- Cooperates with site administration on the implementation of district-wide parent engagement programs and goals
- Serves as liaison to community services that are available for parents
- Sets up procedures for and otherwise assists families in obtaining access to school programs and resources
- Prepares and publishes applicable portions of District newsletters/website
- Provides information to parents about parent education programs provided by the District and the school sites
- Process contracts and Memorandums of Understanding
- Train administrative, certificated, and classified staff
- Perform other related work as may be required
- Supervise and evaluate staff as needed
- Collaboratively plans, implements, monitors, and evaluates HUSD's School, Family, and Community Partnership Plan
- Serves as organizer and chairperson of the School, Family, and Community Partnership Collaborative
- Coordinates activities of the Parent Outreach Center
- Organizes workshop opportunities and conferences for parents, community, and staff
- Collaborates with Pre-K-12 schools, programs, and district departments

- Facilitates site parent involvement and engagement goals with school site staff
- Identifies and collaborates with a variety of agencies to provide resources and services that provide support to HUSD families and students
- Coordinates services with Title I Parent Involvement requirements · Represents the District at the county, regional, and state meetings as well as with Institutes of Higher Education and Community Based Organizations, as appropriate
- Works with district staff when writing, editing, and submitting program and funding proposals for partnership activities
- Manages program contracts in conjunction with the Contracts Specialists and the Business Services Department
- Develops, plans, and manages overall activities of the HUSD's prevention programs to meet community, city, state, and federal goals in the prevention of tobacco, alcohol, and other drug use.
- Supervises and monitors the Tobacco Use Prevention Education (TUPE) grants and evaluates programs, services, and staff to recommend and/or ensure that services are delivered in a timely manner and in compliance with the mandated requirements
- Plans, coordinates, and implements activities pertaining to alcohol, tobacco, and other drugs (ATOD) use prevention education to assist districts and charter schools.
- Serves as the primary contact for ATOD prevention for Hemet USD by interfacing with all stakeholders regarding drug prevention (i.e. schools, nonprofit organizations, health and human services, etc.)
- Facilitates, designs, develops, and disseminates ATOD prevention education instructional materials/resources to advance the understanding and application of research-based and research-informed practice
- Designs, provides, and coordinates orientation and ongoing professional development for staff
- Supervises personnel assigned - Parent Center Staff

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Knowledge of adult and family basic education principles and methods
- Record-keeping requirements established by the District
- Well-developed competency in partnering with cultural and linguistically diverse populations
- Community resources available to supplement services provided by the District
- Using a personal computer and common office productivity software and programs for accessing student information
- Sufficient English writing skills to prepare reports
- Sufficient human relations skills in order to successfully interact with students, staff, community members and parents, to conduct training, and promote district programs and services

### **Ability to:**

- Independently perform all of the duties of the position efficiently and effectively
- Coordinate, advise, and plan parent education programs
- Learn, interpret, explain and apply knowledge of District, English Learner, Special Education, GATE, and other educational programs, operations, and functions
- Act as a resource to a variety of District and site staff, parents, students, and community agencies

- Plan, organize, and prioritize work in order to meet schedules and timelines
- Coordinate and organize multiple projects
- Conduct orientations and trainings to small and large groups
- Communicate with students, staff, parents, and the public in a manner that reflects positively on the District

### **SPECIAL REQUIREMENTS**

Ability to read, write, and speak Spanish and English language is highly desired and may be required with some positions.

### **EDUCATION AND EXPERIENCE**

**Education:** Bachelor's degree preferred

**Experience:** Two (2) years of experience working with families from diverse backgrounds, previous experience working in a school or public agency with duties that emphasize the development of relationships and/or community outreach programs is highly desirable

### **REQUIRED LICENSES AND/OR CERTIFICATES**

If driving a vehicle is required in the course of work, the operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job duties and responsibilities listed above.

**Physical Demands:** Sit (continuously), stand, walk, bend, stoop, push, pull (occasionally); possible stairs; repetitive hand activities within close reach, such as keyboard, mouse, handwriting, and file management (continuously); sit for prolonged periods of time, lift/carry office supplies up to 10 pounds (occasionally); carry on normal speech and hearing activities.

**Working Conditions:** Indoor school office setting; exposure to usual school office noise; outdoor activities related to assigned duties.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

### **EMPLOYMENT STATUS**

Classified Management Position

12-month position

Row 42 on Classified Management Salary Schedule