

Family Engagement Coordinator

Job Description:

Family Engagement Coordinator will serve as a liaison between the school administrators, faculty, staff, students' parents and 21st Century Community Learning Center (CCLC) initiative. This key position will improve communication between the school and the students' families; promote parent engagement in their children's education; and to encourage greater community involvement in the school. This is a part-time position requiring a flexible schedule.

Responsibilities will include coordinating family events/workshops during the evenings or weekends and participating in the schools PTO, School Improvement Team, School Committee meetings, and other appropriate committees. Provide enrichment programming for the afterschool program to better form relationships with the children as an entry to meeting their parents. Our ultimate goal is to assist parents in becoming more involved with their children's education and to promote a sense of community. Responsibilities will also include assisting the Site Coordinator with the 21st CCLC after-school initiatives at the schools.

Requirements:

Candidate must be bilingual in Spanish.

Work closely with the schools and the community to ensure strong communication and partnership between schools/community and 21st CCLC initiative.

Plan, execute, and reflect on family/community events and workshops/trainings based on family/community needs for the elementary school.

Coordinate incentives such as field trips, childcare, awards, games, and other fun family engagement activities to encourage family participation in school related events.

Conduct outreach to parents to encourage their participation in school life-PTO, School Improvement Team, volunteerism, Parent/Teacher conferences, school events, their children's attendance in the afterschool program, etc.

Plan & teach enrichment or educational programs in the afterschool program.

Work collaboratively with the Site Coordinator from the school, to promote program/event participation, community involvement and other shared responsibilities.

Disseminate and collect appropriate evaluation data (attendance, surveys, etc.) necessary for evaluation activities.

Review and monitor tracking tool and utilize data to manage student and family participation/volunteerism and retention.

Demonstrate knowledge in community-based programs with a clear understanding of urban issues and communities. Also must have strong computer skills, with a working knowledge of Microsoft applications. Please send resume and cover letter to: cboudreau@ccfcenter.org.