

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### COORDINATOR, Special Projects/Title I, Family and Community Outreach

#### QUALIFICATIONS

- Master's Degree or higher required. Major in Education or Educational Leadership preferred.
- Certification in Educational Leadership or Administration and Supervision.
- Five years of successful project management experience with a minimum of five years successful project management.
- Successful experience in working with families to improve student achievement.
- Experience in both spoken and written English and Spanish preferred.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of community resources and available support systems for families.
- Knowledge of Title I and other applicable laws, regulations, and guidance.
- Skill in human interaction, time management, problem solving, and conflict management.
- Excellent organizational skills and ability to maintain required documentation and records.
- Effective skills in oral and written communication.
- Ability to communicate well with parents and school personnel.
- Ability to work independently in carrying out performance responsibilities.
- Must be able to work flexible hours, including evenings and some weekends.

#### SUPERVISION

**REPORTS TO** Director, Federal Projects  
**SUPERVISES** No Supervisory Duties

#### POSITION GOAL

***To effectively engage families and build their capacity to support student achievement and to administer the development and implementation of the LEA Family Engagement Plan.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Coordinate implementation, monitoring, budgeting, and reporting requirements included in the District's Parent Involvement Plan.
2. \*Maintain and analyze, on a regular basis, multiple sources of data and provide documentation when needed to support family engagement activities, such as parent attendance, parent surveys, anecdotal records, and student performance,
3. \*Attend workshops or training sessions to keep abreast of procedures and trends.
4. \*Organize and prepare documentation for on-line compliance web site.
5. \*Assist the Federal Projects Director in conducting a continuous program review of Title I and other projects.
6. \*Maintain a district-wide Title I Family Engagement Center and provide materials, supplies, referrals, and trainings for families.
7. \*Plan and implement academically focused activities for families with students attending Title I schools that build their capacity to work with their children at home, which may include adult literacy and job skills trainings.
8. \*Train school-level family liaisons on how to develop a family-friendly, culturally sensitive school climate and capacity-building activities.
9. \*Work a flexible schedule not to exceed 37.5 hours per week so that evening family engagement activities can take place and home visits occur.
10. \*Maintain and utilize information on available health and social services and serve as a liaison between home, Title I schools, and the community to assist in obtaining these services.
11. \*Conduct and coordinate home visits for the purpose of assessing needs, improving communication, and providing information regarding school policies and programs, and/or providing referrals.

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12. \*Keep daily logs of visitations both by parents to the Title I Family Engagement Center and home visits, including time and persons visiting/visited.
  13. \*Interact with parents and school staff in a professional manner that promotes positive communication.
  14. \*Coordinate the activities of the district-wide Title I Parental Involvement Team/Parent Advisory Team, including the development, evaluation of, and revisions to the district-wide Title I Parental Involvement Plan and decisions regarding the allocation of the one percent Title I set aside for parental involvement.
  15. \*Evaluate and support the development of school-based Title I Parental Involvement Plans.
  16. \*Provide appropriate trainings to school-based liaisons on their duties and responsibilities, including effective family communication strategies, capacity building family engagement activities, and the development of family engagement/parental involvement plans.
  17. \*Implement parent leadership trainings to empower parents to effectively advocate for their children.
  18. \*Work with parents, teachers, and the community to facilitate partnerships that support student achievement.
  19. \*Maintain appropriate documentation of services.
  20. Perform other duties as assigned by the Director of Federal Projects.
- \*Denotes essential job function/ADA*

## EQUIPMENT / MATERIALS

Standard Office Equipment

## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or up a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

## TERMS OF EMPLOYMENT

### PAY GRADE

AO-07-E \$71,237 - \$109,172

District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 05  
EEO-5 Line 08  
Function 6300  
Job Code 1354  
Survey Code 63073

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

June 7, 2016

ADA Information Provided by Dewitt Lewis, Jr.  
Position Description Prepared by Dewitt Lewis, Jr.