

Newburgh Enlarged City School District
Date Adopted: October 10, 2001
Date Amended: June 19, 2019

COORDINATOR OF PARENT INVOLVEMENT

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for increasing parental involvement in their children's education in the Newburgh Enlarged City School District (NECSD) in order to enhance the student's educational success. The position also involves providing technical assistance to school principals, parent and teacher groups regarding educational activities and representing the school district at a variety of planning related organizations and boards. Work is performed under the general direction of the Associate Superintendent. Work is performed in a variety of settings: school buildings, community, parent/teacher meeting sites. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains an ongoing dialogue between parents and the school district staff by building networks between parents, teachers and community groups, attending meetings and serving on committees dealing with parental involvement in education and communicating findings to school administrators; Communicates and educates parents, teachers, community and business leaders on the importance of parental involvement in the success of the children's education via Parent Resource centers located in each of 15 school buildings of the Newburgh Enlarged City School District; Plans and directs workshops, forums and discussion groups to promote parental involvement in the NECSD such as the Parent Report Card, Training sessions, Family Reading Day; Coordinates special functions such as awards dinner and workshops by advertising events, inviting guest speakers, securing a location and performing related activities necessary to organize the event; Coordinates activities, resources and seminars with community organizations such as Liberty Partnership Program, Newburgh Youth Bureau, Recreation Department and faith-based organizations; Develops and prepares all promotional material for marketing program outreach activities; including brochures flyers, newsletters or articles; Attends conferences and meetings with school officials, community agencies and acts as a liaison between the program appropriate state or federal agencies; Distributes educational and informational materials and conducts training and presentations to schools, community service professionals and agencies in the community; Promotes programs sponsored by the NECSD by conducting public relations activities such as radio interviews and press releases; Develops and maintains information and contacts regarding program resources, for purpose of making referrals; Maintains an up to date program area and related issues by keeping abreast of current literature, journals and information. Coordinator of Parent Involvement

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the methods and techniques used in program development to enhance parental involvement; Good knowledge of parental demographics and the goals and priorities of the district; Good knowledge of public information and public relations

techniques; Good knowledge of federal, state and local parental involvement programs and initiatives; Good knowledge of community resources relating to educational and/or parental involvement programs; Working knowledge of the underlying principles of youth development and growth; Ability to establish and maintain effective working relationships with others; including but not limited to parents, teachers, school administrators, community and business leaders; Ability to communicate effectively both orally and in writing; Ability to operate a personal computer and utilize common office software programs; Ability to prepare and deliver presentations in a clear, concise and articulate manner; Ability to understand and empathize with the needs and concerns of others; Ability to be creative in the design of materials, programs, presentations and workshops.

MINIMUM QUALIFICATIONS: Either:

A. Bachelor's degree AND two years' experience working with families and/or community groups in a government, business, educational or non-profit organizational setting; OR;

B. Associate's degree AND four years' experience as described above.