



JOB DESCRIPTION

FAMILY, COMMUNITY AND EQUITY COORDINATOR

POSITION SUMMARY:

Plan, direct, coordinate, assist and is the internal consultant to the superintendent, executive leadership team, directors and principals regarding equity and diversity matters concerning staff, students and families. Provides coordination, consultation, guidance, support, and assistance to schools in working with parents and families. Assist schools in addressing the needs of low-income and culturally and/or linguistically diverse students and families. Establish partnerships with public and private stakeholders. Ombudsperson mediating parent and student concerns. Internal consultant on multicultural concerns providing staff support; coordinates committees, task forces and community groups focusing on diversity and multicultural matters. Assist in furthering the diversity goals of the district. Supports staff on the district's Equity Committee.

PRIMARY DUTIES AND RESPONSIBILITIES:

Works with district staff to identify actions the district and schools can take to support parents, families, and communities to ensure all students are ready and able to reach their full educational potential. Provides coordination, consultation and assistance to the superintendent and the executive leadership team on equity and diversity matters related to staff, students and families.

Facilitate the district's efforts to assure educational equity and academic success for all students. Supports parents and families in understanding their educational options and provide comprehensive information, resources, and support to assist them in making informed choices for their children.

Provide guidance, resources, and technical assistance to schools by developing parent and family engagement plans. Help community organizations and related stakeholders (e.g. family support, early childhood education, child care, health and mental health, social services, etc.) connect with students, parents and families in need of services.

Increase district staffs' awareness of racial and equity issues through positive coaching and training. Works collaboratively with building administrators in implementing site based approaches to improving community access and involvement. Works collaboratively with policy-makers to add to the district's diversity and multicultural efforts aimed at improving the climate of the workplace and learning environment. Serves as staff support to the district's Equity Committee.

Identifies staff diversity training and coordinates/conducts training where appropriate.

Assist in the development and implementation of systems and procedures to address the needs of culturally and linguistically diverse parents and families, to include providing information and resources to families in their home language as well as in English; expand access to English language training and resources to parents.

Works with district staff and schools to develop systems capacity to assist parents and families challenged by language and cultural barriers that can affect communications and understanding between schools, students and their families.

Develop strategic plans for parent and family engagement that considers the role of parents, families and communities in the academic success of their children and that addresses the social, cultural and economic factors affecting the educational readiness of children.

Liaison between members of communities of color, other diverse groups, and the district.

Internal consultant to district administration on approaches to encourage and enhance minority community access and involvement.



JOB DESCRIPTION

Collaborate with appropriate government and public agencies to increase access for low-income students and families to public assets including and not limited to parks, libraries, recreational facilities, and civic and cultural venues that could provide better quality of life for children, foster community participation among families, and provided opportunities to engage parents, educators, and care providers resulting in positive activities for children.

Serves as ombudsperson in mediating parent and student concerns, assuring timely and positive resolution.

Advocate for issues of concerns to communities of color and other diverse groups.

Serves as Liaison with the community and is the District representative to the Diversity and Human Rights Consortium and working with other community organizations.

QUALIFICATIONS

Knowledge Skills and Abilities:

Thorough knowledge and understanding of racial and cultural differences; sensitivity to issues and concerns of communities of color and other diverse groups.

Demonstrated ability to relate effectively with the communities of color, students, and school staffs; ability to gain the trust of others and establish credibility.

Personal style and ability to interact effectively with and provide guidance to staff, students, parents and community members.

Skill at negotiating and consensus building to support administrative decisions and programs.

Experienced in community based work, e.g. Community development, human services, etc.

Must be a fluent speaker, writer and demonstrate a high understand of one foreign language (i.e. Spanish, Korean, etc) in addition to English.

EDUCATION AND EXPERIENCE:

Minimum of Bachelor's degree in Education, Sociology, Ethnic Studies or related fields.

Three years experience in a multicultural, multiethnic school/community environment, preferably as a teacher or social worker.

Equivalent combination of training, experience, and qualifications is considered. Applicants are responsible to show how their personal training and experience would qualify them for the position.