

Coordinator, Parent Engagement

FLSA Status: Exempt

Pay Grade: 16

Job Title ID: 204501

Job Series/Job Family: Workforce Education & Business Development Series / C.E. Teacher Certification Family

Reports To

Director, Teaching and Learning Center

Job Purpose

To coordinate services and technical assistance to the ACE 21st Century Grant partners in collaboration with Region XIII, and provide guidance and activities for campuses, participants and other stakeholders. The grant is funded through June 30, 2016, with renewal on an annual basis, pending funding availability.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates and provides oversight for program services and technical assistance for all schools and communities in the collaboration.
2. Guides collaborative efforts to ensure coordination and delivery of parent involvement programs as outlined in the 21st Century grant; coordinates grant-provided activities with appropriate campus staff and with community resources.
3. Provides information on college and career readiness to elementary and secondary students, both onsite and at ACC campuses.
4. Communicates and collaborates to provide enhanced service delivery, program development, and customer satisfaction.
5. Provides training, technical assistance and expertise in serving adults and family members, including professional development, evidence-based curricula for character development and social-emotional learning.
6. Develops and delivers large and small group presentations to the ACE 21st Century community; and offers workshops to parents to promote career options and a college-going culture.
7. Develops marketing and communication materials and courses for parent activities and programs related to the after-school program.
8. Monitors, compiles, and analyzes data for reports utilizing spreadsheet and other data analysis software (TEASE) with improvements and modifications as needed.
9. Attends training sessions and conferences, as appropriate, to enhance the knowledge and skills needed for effective partnerships.
10. Uses demographic change and employment opportunity data (US Census and Texas Workforce Center) to identify community-based services, public services, and career opportunities in the community.
11. Coordinates development, communication, delivery, and evaluation services and training, using evidence-based practices, ensuring effective parent training.
12. Coordinates the collaboration of parent-involvement programs and activities to support parent and student success, including adult education services and volunteer opportunities.
13. Provides interventions for at-risk students using evidence-based practice for character development and wellness activities.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Program coordination and oversight methodologies.
- Community-based organizations, support agencies, services and resources.
- Academic policies and procedures.
- Diverse cultures and economic backgrounds.
- Parent involvement programs and activities.
- Basic adult literacy, child development, and effective parenting techniques.
- Working with multiple partners and flexible schedules.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Effectively develop and make written and verbal presentations to individuals and groups.
- Effective program management and coordination.
- Effectively maintain emotional control in stressful situations.
- Maintaining a flexible work schedule, including mornings and afternoons (before and after school hours), and some evenings and/or weekends.
- Work with frequent interruptions.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational skills, including tracking program elements, follow-up, and attention to detail.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments
- Occasional lifting of objects up to 20 pounds

Work Experience

Required

- Two years related work experience in grant and program coordination.

Preferred

- Three or more years related work experience working with a Parent Education agency, and/or in grants and program coordination for supporting student achievement and customer satisfaction.

Education

Required

- Bachelor's degree.

Preferred

- Master's degree in related field.

Licenses/Certifications

Required

- Valid Texas Driver's License

Other

Required

- Reliable transportation for Central Texas travel.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.