

POSITION TITLE: Engagement Coordinator

REPORTS TO: Executive Director

FSLA: Non-Exempt

JOB SUMMARY:

Under the direct supervision of the Project Director, the Family Engagement Coordinator is responsible for the implementation of the agency's parental engagement program and services. In addition, the Family Engagement Coordinator is responsible for the provision of workshops and activities, which provide parents with tools and information to assist them in ensuring their children's academic success. The Family Engagement Coordinator is an integral part of the tutoring program, and will frequently interact with parents to assist them with questions or concerns in regards to the tutoring services their child is receiving.

KEY PERFORMANCE RESPONSIBILITIES

1. Implements Parental Engagement program and services in support of WCCLC educational objectives
2. Coordinate parental events, seminars, and activities.
3. Performs parent outreach and recruitments duties in support of the program
4. In collaboration with the site coordinator, establishes and implements an effective communication system between WCCLC tutors and parents.
5. Assist and addresses parent's concerns and issues related to the academic performance of their children.
6. Develops, procures and coordinates services based on the needs of the student and their families
7. Prepares and maintains all family engagement documentation and reports as required by WCCLC
8. Participates in all professional development programs and meetings as required by WCCLC
9. Secures all materials and resources allocated for parent workshops
10. Represents the corporation before regulatory agencies, funding sources and other entities as designated by management
11. Complies with the agency's operational manual, policies, and procedures
12. Perform others duties as assigned by immediate supervisor.

ESSENTIAL SKILLS AND ABILITIES:

1. Strong and effective instructional skills
2. Excellent organizational and team work skills
3. Excellent communication skills
4. Caring and sensitive to multicultural backgrounds, as well as language need
5. Computer literate
6. Networking skills, in order to stay abreast of community services available to assist parents and students

QUALIFICATIONS:

EDUCATION REQUIREMENTS:

- Bachelor's degree in education, counseling, or related field from an accredited educational institution
- A combination of field experience and an associate degree may be considerate in lieu of minimum requirements