

Job Description

Job Title: Coordinator of Family & Community Engagement

Position Code:

Job Classification: Exempt

Supervisor: Supervisor of Extended Learning

Pay Grade: 40

Contract Length: 245 Days

Job Summary

Position is responsible for assisting the supervisor with the planning, development, implementation, and monitoring of division-wide and site-based family engagement activities. Provides leadership and assistance to FACE (Family and Community Engagement) Specialists with planning, designing, coordinating, and communicating activities in assigned schools among the teachers, parents, community and school administrators.

Essential Duties

1. Supervises the FACE Specialists who serve as liaisons between student, home, school, and community resources.
2. Works with FACE Specialists, students, and families to help students be successful in school by making information available to increase the understanding of specific elements that may be attributed to problems related to emotional, physical, academic, and economic areas.
3. Interprets ESSA requirements related to school activities/outreach programs that support parental involvement; supports and works with FACE Specialists, Social Workers, Counselors, and community agencies that can contribute resources to assist families as needed.
4. Assists the FACE Specialists with planning and providing activities and programs related to family engagement that would enhance school climate.
5. Supports FACE Specialists as they collaborate with administrators in implementing the family engagement program according to state and federal guidelines.
6. Works with FACE Specialists to support families and teachers in improving the achievement level of students by assisting parents and volunteers in locating learning activities; disseminates information regarding family engagement goals and objectives, books, resources, and tutorial services to reinforce skills.
7. Participates in on-going professional development by attending workshops, lectures and institutes on specific subjects to enhance job performance.
8. Provide multicultural outreach, community engagement, and family services that support family self-sufficiency.
9. Assists the Supervisor of Extended Learning with the collection of data and evaluation of family engagement programs and initiatives.
10. Assists the Supervisor of Extended Learning with the planning, delivery, and evaluation of family engagement professional learning sessions (professional development) for staff.
11. Coordinates the activities of division-wide family engagement to include meeting schedule, communications, special projects, and training.
12. Assists the Supervisor of Extended Learning with the maintenance, reporting, and evaluation of student participation data and performance on youth development objectives.
13. Maintains an inventory of family engagement materials and resources for use by school staff.
14. Initiates and maintains effective liaisons with community organizations, businesses, universities, and the public to advance family engagement goals.
15. Communicates information about youth development opportunities, including community-sponsored programming to students, families, and school staff.
16. Consults with central office departments to develop youth development initiatives.
17. Manages the Youth Development web site and social media applications.
18. Coordinates development of Youth Development promotional materials with Community Relations and the Print Shop.
19. Maintains school-based family engagement calendar.
20. Promotes and models positive family engagement beliefs through instruction, interactions, and advocacy.
21. Assists with the planning, implementation, and evaluation of division-wide events and recognition activities.

22. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Supervisor of Extended Learning or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and Abilities Required)

Must possess a Bachelor’s degree in education or related field and experience in youth and family services. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the community. Must possess excellent written and oral communication skills and the ability develop positive working relationships with a diverse population of students, families, staff and the public. Proficiency with the use of computer and online applications to collect data, organize, document activities, and produce communications, presentations, and reports is preferred.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Supervisor of Extended Learning

This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator of Family and Community Engagement will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Extended Learning or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor	Date
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I acknowledge that I have received and read this job description.

Employee Name (Print)	Signature	Date
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08/2025