

This position builds partnerships between schools, families and community, works with Title I schools to increase parent and family engagement in their student's education and operates the Kyrene Family Resource Center.

Competencies of the Family and Community Outreach Coordinator

- Strong written and verbal communications skills.
- Strong organizational and time management skills.
- Computer skills including Microsoft Office
- Flexible team player who is time and task oriented.
- Ability to work under pressure to meet timeline and handling multiple and changing priorities.

Chain of Command

The Family and Community Outreach Coordinator is supervised by the Federal Programs and Outreach Program Manager and reports to the Director of School Effectiveness.

Essential Duties of the Family and Community Outreach Coordinator

- Coordinates daily operations of Kyrene Family Resource Center (KFRC) including supervising volunteers.
- Organize schedules and maintains resources needed for KFRC families.
- Maintain consistent, positive communication with families, community groups and District schools and staff.
- Build and nurture community partnerships to enhance KFRC services and family.
- Coordinate with Title I schools to plan, organize and implement regular programs to build a bridge between school and families.
- Refer families based on need to outside agencies to support needs of students and families.
- Assist schools to coordinate parent and community involvement activities and services with other agencies and organizations.
- Promote and/or implement regular early childhood programs.
- Increase attendance at family and early childhood events.
- Prepares and maintains records for KFRC and family activities.
- Provides parenting strategy education for parents and referral to appropriate agencies as needed.
- Build effective relationships with parents and students through regular communication.
- Assists teachers, social workers, counselors, administrators and other staff implementing programs and services with resource needs.
- Work flexible schedule for before or afterschool supports as needed.
- Serve as a contributing member on assigned committees.
- Serve as a liaison and have active involvement with professionals at the District and site levels.
- Other responsibilities as needed under Title I parent involvement requirements.

Minimum Qualifications

- Bachelor's degree in Social Work or equivalent combination of education and experience to successfully perform the essential duties of the job
- Knowledge and experience in building community partnerships and youth and family development
- Experience working and serving diverse families and understanding knowledge of their needs
- Ability to create and maintain strong community collaborations
- Ability to assess and evaluate community and school needs and resources, and support programs to meet needs

Preferred Qualifications

Bi-Lingual

Licensing/Certification Requirements

AZ Fingerprint Clearance Card

Date Revised

12.10.19