

Essential Duties of the Title 1 Family Engagement Coordinator

- Coordinate parent, student and teacher programs that assist in building a bridge between the school and parents and/or guardians.
- Build a positive environment for communication between home and school.
- Maintain appropriate records of liaison activities
- Perform attendance verifications
- Initiate and maintain contact with district and/or school personnel
- Work with parents and students to improve attendance
- Conduct home visits and confer with parents via telephone
- Interpret written material and notices
- Translate between school personnel, students and parents
- Oversee programs aimed at involving parents in their children's education
- Maintain records of liaison activities and home visits
- Prepare periodic and ad hoc reports as required
- Attend parent meetings, conferences and workshops
- Act as a liaison between social service agencies and specific need identified on behalf of student
- Perform other duties as assigned

Minimum Qualifications

Education and/or experience equivalent to High School Diploma or GED. One (1) year working in a culturally diverse setting in a liaison capacity or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements

AZ Fingerprint Clearance Card

Valid Arizona Driver's License