

AVONDALE MEADOWS

Avondale Meadows Academy & Middle School Family & Community Engagement Coordinator

SUMMARY

The primary role of the Family & Community Engagement Coordinator is to facilitate the process of connecting the school with families and the community to support a holistic approach to student success. The Family & Community Engagement Coordinator reports to Principals and collaborates with school leadership and the students support team to ensure support for all students and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Service and Resource Coordination

- Develop, monitor and maintain a schedule of programs and community services that are offered to children and families.
- Coordinate volunteer tutors and mentors and their activities with students.
- Coordinate the use of space for student, family and community events as well as space for service providers and community partners.
- Develop and implement a system to assess student/family needs that involves gathering input from parents, students, school staff and teachers.
- Assist in the oversight of the after-school programs.
- Maintain a process for making referrals for children and families to community supports, programs and services.
- Serve as point person for social services and community organizations working with the schools, facilitating communications between school staff, families and service providers.

Partnership Development

- Identify and recruit and build partnerships with volunteers as well as community organizations whose priorities or services closely align with our student needs, the academic curriculum and the conditions we know facilitate Learning.
- As necessary, negotiate agreements with people and organizations that provide programs and services to students and their families.

Family Engagement

- Organize events or workshops over the course of the school year that help facilitate family involvement and connection with the broad range of services and programs essential to the life of our school.

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- Regularly participate in school culture team meetings – administrators, counselors and other student support team members - making decisions about meeting identified needs and coordinating services available to families.
- Participate and regularly lead efforts to involve families more deeply in the life and direction of the school through the PTO.
- Serve as the school liaison to parents, neighbors, community partners, businesses, faith communities and service providers.
- Support the parent engagement strategies and activities of the school, esp. the efforts of the Title I Parent Liaison.
- Communicate and publicize efforts and initiatives with the school community (staff, families and board members) through additions to school newsletter and other school publications.

Assessment and Evaluation

- Collect information about community partners, their resources and their alignment with the school's learning goals and priorities.
- Collect information about parent engagement in the school and support for student achievement.
- Construct and implement an overall system by which to measure the effectiveness of our community partnerships and their impact upon the central priorities of our school.

QUALIFICATIONS

The ideal candidate for this position will meet the following qualifications:

1. Bachelor's degree in education, government, social service or a related field
2. Work experience in education, government, social service or a related field.
3. Excellent communication skills, both oral and written.
4. Experience in facilitating collaborative endeavors, including mobilizing volunteers and working with multiple organizations.
5. Experience in partnership development.
6. Skills as a problem solver and flexibility in work style.
7. Initiative, seeking and responding to new opportunities.
8. The ability to multi-task with minimal guidance.
9. Goal-oriented with clear measures of success and work towards them with minimal guidance.
10. Must be a self-starter, self-directed and strong skills in working closely with teams.

If interested in applying, please email a letter of interest and resume to Kelly Herron at kherron@unitedschoolsindy.org.