

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: COORDINATOR, SCHOOL, FAMILY AND COMMUNITY PARTNERSHIPS

WORK YEAR: 261 Days

SALARY:

BASIC FUNCTION:

Under the direction of an assigned Director, the Coordinator provides leadership in RUSD in relation to School, Family and Community Partnerships.

REPRESENTATIVE DUTIES:

- Collaboratively plans, implements, monitors and evaluates RUSD's School, Family and Community Partnership Plan
- Serves as organizer and chairperson of the School, Family and Community Partnership Collaborative
- Coordinates activities of the Parent Outreach Center
- Organizes workshop opportunities and conferences for parents, community and staff
- Collaborates with PreK-12 schools, programs and district departments
- Facilitates site parent involvement and engagement goals with school site staff
- Identifies and collaborates with a variety of agencies to provide resources and services that provide support to RUSD families and students
- Coordinates services with Title I Parent Involvement requirements
- Represents the District at county, regional and state meetings as well as with Institutes of Higher Education and Community Based Organizations, as appropriate
- Works with district staff when writing, editing, and submitting program and funding proposals for partnership activities
- Identifies and collaborates with a variety of agencies to provide resources and services that provide support to RUSD families and students
- Manages program contracts in conjunction with the Contracts Specialists and the Business Services Department
- Designs, provides, and coordinates orientation and ongoing professional development for staff
- Supervises personnel assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Successful programs that integrate services and support for students and families
- Programs such as School Smarts, Parent Institute for Quality Education and Parent Engagement Leadership Institute
- Successful strategies to increase community collaboration and interagency support
- Research on the effects of parent and community involvement on student achievement
- Collaborative models of support for schools and achievement

ABILITY TO:

- Provide leadership and direction to staff
- Maintain sensitive to the diverse needs of people
- Serve within an environment that values differing points of view
- Establish and maintain contacts with schools, community organizations, vendors, and state and federal agencies
- Organize work load and schedules within a complex environment
- Craft successful proposals with input from staff, principals, partner organizations, and other related stakeholders

EDUCATION AND EXPERIENCE:

- Bachelor's degree required
- Teaching and administrative experience and credential preferred
- Experience working with diverse groups and high need populations
- Minimum of ten years of experience in education
- Management and evaluation of personnel