

## GARDEN GROVE UNIFIED SCHOOL DISTRICT

### Office of Personnel Services CERTIFICATED JOB DESCRIPTION

#### Coordinator, Parent and Community Outreach

Under the direct supervision of the Executive Director of K-12 Educational Services, the Coordinator of Parent and Community Outreach is responsible for providing district-wide service and leadership in community outreach, parent and staff education/training support and foster partnerships.

#### Duties and Responsibilities:

1. Demonstrates a belief that all students can succeed and that their backgrounds, cultures, language, and disabilities are teaching and learning assets that contribute to a rich learning environment for all students.
2. Maintains high expectations for all students and exhibits the ability to make each student feel valued, appreciated and respected, thereby earning the trust and respect of the student and their families.
3. Serves as a resource person to school sites and district office in matters related to parent/family involvement, parent/family support and family friendly schools (Building Relationships with Children, Families, and Staff and Cultural Proficiency)
4. Provides coordination with designated district departments to convey laws, regulations, and requirements, including K-12 programs for the purposes of addressing parent questions, concerns and gathering input (e.g., parent involvement policy)
5. Provides support, attends and monitors parent education/involvement events at school/district sites
6. Coordinates and facilitates training for staff on parent involvement such as SSC, ELAC, DELAC, volunteering, and PTA/PTO
7. Attends/participates in collaborative meetings in the community to forge partnerships with agencies that provide services and programs to our families such as the Orange County Department of Education Family Involvement Network, Orange County Business Council for the Latino Educational Attainment Initiative, etc.
8. Coordinates with community agencies to present and disseminate information on community resources to parents and families
9. Develops and facilitates district Community Outreach Meetings, arranging presentations on parent-generated topics and providing a venue for community agencies to outreach to families
10. Provides support to grant funded parent programs such as CAFE to offer Project 2INSPIRE (Parent Education & Leadership classes)
11. Coordinates and presents professional development for school community liaisons. Topics include parent programs, district approved resources and current topics
12. Coordinates and meets with radio show staff to the plan annual calendar
13. Coordinates and supervises all Parent and Community Outreach events including parent committees/meetings (e.g., DELAC and Parent Task Force)
14. Performs other duties as assigned