

JOB DESCRIPTION

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| Job Title | Coordinator Effective Student Support | Job Title Code | 127129EF |
| Reports to | Executive Director of Family and Community Engagement | Wage/Hour Status | Exempt |
| Dept/School | Family and Community Engagement | Pay Grade | 103 |
| | | Date Revised | February 25, 2025 |

Primary Purpose

This position will serve to coordinate the development and implementation of a systemic action plan that engages parents as partners in the education of their children and district stakeholders to enhance opportunity and access to supplemental support that closes the achievement gap, as per the intent of Every Student Succeeds Act (ESSA).

Education/Certification

- Bachelor's Degree from an accredited university
- Valid Texas Teacher, Counseling, or Mid-Management Certification

Special Knowledge/Skills

- Strong project management skills
- Ability to effectively lead cross-functional teams
- Demonstrated leadership qualities in working with various entities
- Strong organizational, communication, and interpersonal skills
- Ability to conduct effective and engaging presentations and workshops
- Ability to collaborate effectively with internal and external entities
- Knowledge of effective student support and instructional protocols
- Proficient use of MS Word, Excel, Teams, PowerPoint, and OneDrive

Experience

- Five (5) years teaching experience in a public-school setting

Major Responsibilities and Duties

1. Coordinate the development of a systemic action plan, in collaboration with district leaders, that is responsive to identify and differentiate needs of low-income students that result in their improved educational outcomes.
2. Plan, design, organize, prepare, and deliver professional development programs to address issues of differentiated needs, opportunity, and access within the district that are supplemental to the basic foundational education program.
3. Provide consultation support and professional development to staff that enhances effective and fair support for student and family empowerment.
4. Assist in the development of departmental goals, objectives, policies, and procedures that are aligned to support the District Strategic Blueprint.
5. Actively research and participate in professional learning on best practices and innovative trends related to engaging district personnel, parents, families, and the community in two-way dialogue and collaborative approaches that result in improved opportunity, access, and achievement of low-income students.
6. Collaborate with other District and campus leaders to implement school-based processes and practices that promote access and opportunity for underrepresented and underserved student and family populations.
7. Coordinate the production of a public-facing dashboard to monitor the effective implementation of strategies outlined in the action plan goals and strategies.



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8. Create opportunities for parents and families to actively participate in creating a welcoming culture of belonging and empowerment throughout the district.
9. Engage parents, families, staff, and community members in developing a comprehensive approach to enhance school climate characterized by a welcoming sense of belonging and partnership that results in responsive approaches to meet the varied needs of students by enhancing accessibility and accountability.
10. Develop and coordinate partnerships and approaches that support the closure of the holistic achievement gap between low-income students and their non-low-income peers.

School/Organizational Climate

11. Develop systems of communication that establish and maintain effective consistent and collaborative processes for the provision of support to District and campus staff and teachers.
12. Model and promote effective problem-solving practices and conflict resolution that are transparent and customer service oriented.
13. Collaborate harmoniously with others to ensure alignment of work throughout the district.
14. Other duties assigned.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours, prolonged use of computer.

Terms of Employment

226 days; salary to be established by Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

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Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____

Date: _____



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I hereby certify the above information to be true and correct. The employee will be supervised to ensure the work performed by the individual listed above is compliant with respective Program requirements.

Supervisor Signature: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.