

<b>Job Title</b>	Coordinator Military and Community Engagement	<b>Job Title Code</b>	127009
<b>Reports to</b>	Director	<b>Wage/Hour Status</b>	Exempt
<b>Dept/School</b>	Family and Community Engagement	<b>Pay Grade</b>	105
		<b>Date Revised</b>	February 3, 2026

## Primary Purpose

Collaborate with school staff, families, and community partners, to address student needs through targeted initiatives. Increase parent volunteer participation and military connected family opportunities. Strengthen student and family support systems by establishing strategic community partnerships aligned with school priorities. Provide operational guidance and mentorship to staff to ensure program effectiveness and continuous improvement.

## Education/Certification

- Master's Degree from an accredited college or university
- Valid Texas Teacher Certificate, Social Work, Counselor, or Principal Certificate

## Special Knowledge/Skills

- Comprehensive knowledge of non-profit organizations and social service systems
- Strong understanding of public Pre-K-12 education environments and processes
- Proven ability to build networks and recruit community partners to support educational initiatives
- Excellent communication skills to effectively engage with diverse stakeholders
- Excellent organizational and time management skills to meet project deadlines
- Ability to collaborate productively with District personnel, parents, and community members

## Experience

- Five (5) years' experience in education and/or non-profit organizations/social services
- Three (3) years' experience in education at the district level

## Major Responsibilities and Duties

1. Provide direct support and guidance to both military and non-military Family Engagement Liaisons to enhance and implement effective school-level family and community engagement programs.
2. Facilitate collaboration between El Paso ISD and Fort Bliss to address concerns, provide support, and strengthen district–military community relations.
3. Develop and implement systems to guide and support Parent Engagement, Family and Community, and Military Family Liaisons.
4. Establish procedures for Purple Star applications and accurate identification of military-connected students.
5. Create and implement protocols for recruiting, training, and onboarding district and campus volunteers.
6. Collaborate with departments on community outreach to enhance awareness and participation in district initiatives.
7. Lead the coordinated expansion of the Community Schools program to close achievement gaps and improve student achievement.
8. Model and train school leadership teams, families, and community organizations on how to conduct a needs assessment to identify gaps in services and strengthen existing support systems.
9. Collaborate with school leadership teams, families, and community organizations to connect schools with services and resources to address identified needs.
10. Engage community organizations in partnerships that support academic achievement.
11. Develop, implement, and oversee district-wide programs that support family engagement across all PK-12 schools.



# JOB DESCRIPTION

12. Monitor and evaluate the effectiveness of family engagement initiatives, providing data-informed recommendations for continuous improvement.
13. Plan and coordinate family engagement activities and events that strengthen school partnerships and support student academic success.
14. Cultivate and maintain partnerships with community organizations and stakeholders to support District and family engagement initiatives.
15. Organize and participate in community meetings and forums to gather feedback and inform district programs and key decisions.
16. Create and maintain a master calendar of family and community engagement events in collaboration with other departments.
17. Promote events through multiple communication channels to maximize participation and community engagement.
18. Ensure program fidelity and analyze outcomes through regular reporting.
19. Provide leadership, guidance, and training to school staff with strategies to create welcoming, inclusive, and family-friendly school environment.
20. Demonstrate and promote effective customer service, communication, and conflict resolution practices that foster positive relationships with families, community partners, and district personnel.
21. Maintain strict confidentiality regarding sensitive staff, student, and parent information.
22. Perform other duties as assigned.

### School/Organizational Climate

23. Collaborate across departments to align the Community Schools program with the District’s Strategic Blueprint and academic goals.

### Supervisory Responsibilities

Supervise Assigned Personnel

### Physical and Mental Job Requirements

#### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Ability to thrive in constantly changing environments and flexibly in shifting projects or priorities to meet the needs of a dynamic transformation effort. Occasional prolonged and irregular hours, including weekends and evenings. Frequent District-wide travel.

### 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: \_\_\_\_\_

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



# JOB DESCRIPTION

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

Employee: \_\_\_\_\_  
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.