

JOB DESCRIPTION

Job Title Coordinator Family and Community Engagement
Reports to Assistant Director
Dept/School Family and Community Engagement

Job Title Code 127139EF
Wage/Hour Status Exempt
Pay Grade 103
Date Revised August 13, 2025

Primary Purpose

The Family and Community Engagement Coordinator will collaborate with school staff, families, and community partners, to coordinate support initiatives that address student needs. The coordinator will support the development and implementation of programs, policies, and practices that promote the District's Mission, Vision, Strategic Levers, and Core Values.

Education/Certification

- Bachelor's Degree from an accredited college or university
- Valid Texas Teaching Certificate
- OR
- Licensed in the State of Texas as LBSW

Special Knowledge/Skills

- Knowledge of Every Student Succeeds Act and Title I, Part A family engagement requirements
- Knowledge of the community schools model
- Ability to communicate professionally, clearly, thoroughly, and concisely with diverse stakeholders in both oral and written forms
- Ability to effectively facilitate school and community work groups
- Ability to work independently to advance individual and team projects
- Ability to manage and complete a number of tasks simultaneously and efficiently
- Ability to use technology to support large-scale family and community meetings
- Proficient use of Word, PowerPoint, and Excel

Experience

- Three (3) years related experience

Major Responsibilities and Duties

General Program Implementation

1. Develop and implement district-wide programs that support family engagement across all K-12 schools.
2. Monitor the progress and effectiveness of Family Engagement programs, conducting regular evaluations and making recommendations for improvements.
3. Develop and present on district programs and achievements as it relates to family/community engagement at conferences and community meetings as requested.
4. Assist in providing leadership with Family Engagement program updates as requested.

Family Engagement

5. Plan family engagement activities and events and share resources that promote parent and family and school partnerships to support the academic achievement of their children.
6. Stay informed of state and federal Title I, Part A program requirements and updates.
7. Maintain a database and monitor campuses toward satisfying all Title I, Part A Family Engagement requirements.
8. Consistently communicate with administrators of schools that are not on track to meet Title I, Part A requirements, and document those efforts.

JOB DESCRIPTION

9. Collaborate with District and campus administrators to develop intervention plans to support campuses that are not on track to meet compliance requirements.
10. Provide professional development for military and non-military family engagement liaisons to facilitate school-level family and community engagement programming and Title I, Part A compliance.
11. Develop and maintain a repository of templates and other resources to assist schools in meeting compliance requirements.
12. Serve as a liaison between families and the district and collaborate with school administrators to address concerns and provide support to foster positive relationships.
13. Develop communication strategies to keep families informed and engaged with school activities, programs, and initiatives.
14. Provide direct guidance and support for assigned parent engagement liaisons, family and community liaisons and military family liaisons.
15. Coordinate with other departments to collect, analyze, and support the reporting of data on student achievement, discipline, attendance, and other metrics to identify disparities and areas for improvement.

Community Engagement

16. Foster relationships with community organizations and constituents to support District and family engagement initiatives.
17. Organize and participate in community meetings, forums, and events to gather input and feedback on district programs and key decisions.
18. Collaborate with schools and community partners to develop and implement strategies and services that support the identified needs of students and families.
19. Coordinate with other departments on community outreach efforts to promote awareness and involvement in district initiatives.
20. Support the recruitment of parent volunteers.
21. Document community partnerships and the services provided to school communities.

Events Coordination

22. Serve as the project manager to plan, organize, and coordinate district-wide events and activities that foster family and community engagement.
23. Create and maintain a master calendar of district family and community engagement events to include other departments.
24. Develop and communicate a standardized protocol for district departments conducting family and community engagement events.
25. Manage logistics for events, including interdepartmental coordination, event scheduling, venue selection, communication, and coordination with other departments, vendors and partners as needed.
26. Promote events through various communication channels to ensure maximum participation and engagement.
27. Evaluate the success of events and activities, gathering feedback and making recommendations for future improvements.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Ability to thrive in constantly changing environments and adapt flexibly in shifting projects or priorities to meet the needs of a dynamic transformation effort. Ability to lift 30-45 lbs. Frequent prolonged and irregular hours, including weekends and evenings. Frequent District-wide travel.



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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: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that 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.