



Job Description

Position Title:	Coordinator, Program Support
Job Title:	Coordinator, Program Support
Function:	Program Management
Family:	Program Management
Reports to:	Director, Family & Community Engagement

Terms of Employment:					
Pay Grade:	E15	Minimum Salary: *	\$61,667	Mid-Point Salary:	\$75,414
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	230	Type of Assignment:	Full-Time; Exempt	Contract Type:	Non-Chapter 21
Funding Source:	This position is locally funded.				

Job Scope

Uses significant independent judgment and familiarity with the field to perform work. May be responsible for the administration of various moderate and high complexity departmental programs and may lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

Strategic implementation of the Always Learning Plan to create systems, programs, and strategies to build family engagement. Engage parents and campus staff in collaborative parent-school-community partnerships to continually improve the academic performance of students. Assist with communication, logistics, and coordination of district strategic plans and events to ensure families' voices are heard and inform district decisions. Oversees and coordinates programs, initiatives, or strategies for the family engagement department.

Essential Functions / Key Responsibilities

1. Lead assigned family engagement initiatives for the department in assigned focus areas and the Always Learning plan to include parent organizations, family workshop series, community meetings, and other initiatives as assigned.
2. Represent the department with community organizations that support parents to expand resources, introduce new initiatives, and promote and strengthen parent organizations and other decision-making committees at schools.
3. Develop and provide family education on effective strategies to support student academic success and high school graduation.
4. Develop training seminars and workshops for parents and campus staff to increase family involvement and engagement through the family workshop series.
5. Provide continuous support to the Volunteer and Partnership Services, Campus Support Team, FACE Specialist Team and the campus FACE Points of Contact, by developing resources and implementing programs to build capacity at all schools that are aligned with the FACE Rubric.
6. Collaborate with other district departments and community organizations to expand resources, introduce new initiatives, and promote and strengthen family workshops and fairs.



Job Description

7. Develop and implement innovative strategies for increasing parent engagement and representation of parent voices across diverse populations.
8. Gather and analyze data to evaluate effectiveness of family engagement programs and strategies.
9. Consult and collaborate with department and school staff to facilitate implementation of family communication campaigns and family events to promote student achievement and family engagement.
10. Support specific needs of the elementary and secondary schools division and/or each division or feeder pattern with training or resources for FACE Specialists and campus FACE Points of Contact.

Minimum Requirements

- Bachelor's Degree from an accredited college or university, or 4 years equivalent experience.
- 3+ years of directly related experience.
- Experience in developing and implementing successful family engagement and communications programs.
- Experience developing and delivering effective training programs and resources for families and staff.
- Work in an urban school environment with diverse student populations.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Preferred Requirements

- Master's degree from an accredited college or university.
- 5+ years of directly related experience

Knowledge, Skills & Abilities

- Demonstrated strategic and operating planning skills.
- Demonstrated ability to develop marketing collateral to include flyers, newsletters, brochures, rack cards and other resources to promote and support family and community engagement programs.
- Demonstrated excellent organization and time management skills with verifiable experience in maintaining accurate records, meeting deadlines, analyzing data, and providing recommendations to campus and district staff.
- Demonstrated competence in problem solving, independent and critical thinking.
- Demonstrated competence in conflict resolution with students, families, and district staff.
- Demonstrated ability to adapt to changes and a fast-paced environment.
- Demonstrated interpersonal skills and the ability to work successfully with families of district students, as well as all levels of district employees in a collaborative manner.
- Demonstrated collaborative skills for creating and adding value in a high stake fast paced environment.
- Detail oriented and able to manage multiple tasks and projects simultaneously.
- Excellent written and oral communication skills.
- Demonstrated proficiency with technology (i.e., Power Point, Word, Excel)
- Demonstrated ability to work nontraditional hours including after school, evenings, and Saturdays.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.



Job Description

- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:

<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: _____

Date: _____