



Position: Parent Engagement Coordinator Coordinator

Reports to: Director for Family Engagement

Pay: \$15/hours

Parent Engagement Coordinator

The PEC is a full-time position of 7.5 hours. Any additional hours are allowed to attend Building Leadership Team (BLT), Parent Teacher Organizations (PTO), Parent Council, Parents Realizing Involvement Determines Education (P.R.I.D.E.), and other parent meetings.

Job Description

Position Objective:

The primary goal of the Parent Engagement Coordinator is to empower parents to advocate on behalf of their Scholar's needs in the school setting and to build respectful and equal partnerships between schools and parents.

Duties & Responsibilities:

1. Collaborating with school principals and teachers to increase parent engagement in the school.
 - ✓ Participates in all parent and community-centered activities and events structured by building-level principal.
 - ✓ Work closely with the principal and teachers to plan meetings and events to help parents become more engaged.
2. Promotes the importance of education to parents/guardians to engage in their scholars' education:
 - ✓ Notify parents of academic & enrichment programs available and help explain school policies.
3. Coordinates meetings that directly assist parents with their scholar's academic needs:
 - ✓ Notifying parents of available services provided by the school, i.e., social worker, guidance counselor, etc.
4. Participates in parent concern meetings, and disciplinary meetings and supports parent mentors in Individualized Education Program meetings.
5. Make home visits as needed.

6. Assists with Parent Teacher Organization (PTO) and Parent Council :
 - ✓ Recruits parents/guardians who would be interested in participating
 - ✓ Supports and promotes monthly events for families to engage in fun academic structured activities.
7. Provides high-quality, responsive customer services to our parent/guardians:
 - ✓ Greets parents/guardians at school and all school activities/events.
 - ✓ Expresses a positive attitude when making any contact with parents/guardians and assuring them that YSCD has their scholar's best interest at heart.
8. Submits monthly reports regarding all school events, flyers and sign-in sheets attached. Reports are to be turned in by the 5th of every month.
9. Create a quarterly newsletter of school events.
10. Manage scholar demographics relevant to Parent Inquiries/Meetings utilizing Progress Book/DASL. (Monitor scholars grades, attendance, disciplinary history, etc.)
11. Create parent surveys throughout the school year. Report survey results to the Director of Family Engagement.
12. Collaborate & assist building principals with habitual truancy plans as directed.

Minimum Selection Criteria

A High School Diploma

(Associate or Bachelor's degree desired)

Required Knowledge, Skills & Abilities

- Familiarity with the environment of Youngstown City Schools
- Strong interpersonal and communication skills
- Excellent conflict resolution, problem-solving & mediation skills
- Proficiency in Microsoft Office (Word & Excel)
- Experience with children: former or current YCSD parent (preferred)
- Spanish-proficiency is a plus