



Jurupa Unified School District

ASSISTANT PARENT ENGAGEMENT COORDINATOR

DEFINITION

Under the direction of the Parent Engagement Coordinator, assist with the management and implementation of the District's Home-Based Programs. This position is part of the Management/Leadership Team.

ESSENTIAL JOB FUNCTIONS

- Assist the Parent Engagement Coordinator with the planning and implementation of all Home-Based activities.
- Assist the Parent Engagement Coordinator with the supervision of all staff to ensure daily activities are consistent with best practices.
- Work with community agencies to coordinate trainings including health, nutrition, family services, parenting, mental health, and education to integrate services with families.
- Assist the Parent Engagement Coordinator to increase the numbers of parents attending monthly meetings.
- Assist with Home-Based recruitment efforts of eligible children continuously.
- Monitor files and notes to ensure records are maintained and program requirements are adhered.
- Assist with the coordination of all socializations including assigning staff and securing locations.
- Provide new staff orientation and staff in-service training programs.
- Evaluate instructional materials, equipment, and program activities.
- Serve as a resource to staff and parents in the educational activities.
- Ensure staff implementation of strategies that keep parents informed of resources, programs, and progress.
- Assist with the monitoring of the child assessment process and individual learning plans.
- Assist with the development and assess early childhood education curriculum.
- Participate in program self-assessment and ongoing program monitoring.
- Attend meetings, trainings, and conferences.
- Complete reports in a timely and accurate manner.
- Serve as a liaison between District, parents, and community organizations to assist families in obtaining access to programs and resources.
- Performs other duties as assigned.

LICENSE REQUIREMENT

Possession of a valid, appropriate California Driver's License.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Early Childhood education principles and practices.
- Staff development and parent training principles, practices, and techniques.
- Community resources related to children, parental needs, and community networking.
- Family systems and socialization of children.

ASSISTANT PARENT ENGAGEMENT COORDINATOR (continued)

DESIRABLE QUALIFICATIONS (continued)

- State and Federal legislation related to socioeconomically disadvantage groups (including the McKinney -Vento Assistance Act).
- Basic computer operation.

Ability to:

- Communicate effectively in both Spanish and English.
- Oversee and support families and staff.
- Relate effectively with individuals from diverse socio-economic groups.
- Demonstrate professional attitude, approach and commitment to integrity.
- Work in a high pace environment.
- Solve problems, make decisions, and resolve conflict.
- Attention to detail, strong organizational skills, and the ability to prioritize tasks.
- Maintain regular, steady attendance.

Experience:

- Must have a minimum of one year experience with Home -Based Early Childhood Programs.
- Experience working with low income families.
- Experience working with parents and community agencies in a public-school district is preferred.

Education:

24 units of Early Childhood Education (ECE)
Bachelor's degree desirable.

Human Resources
June 2020

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