

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Curriculum & Instruction

TITLE: COORDINATOR OF COMMUNITY ENGAGEMENT

QUALIFICATIONS:

1. An earned Bachelor's Degree in Communications or related field preferred;
2. Knowledge and understanding of the school-community culture;
3. Ability to establish and maintain a positive professional relationship with community organizations, health and agencies, law enforcement, business sector and the media;
4. Demonstrated ability to work successfully with children and adults, and sensitivity to cultural diversity;
5. Strong written and oral communication skills;
6. Knowledge of technology;
7. Ability to plan, organize and administer a district level of professional programs;
8. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
10. Provide proof of citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by J.A.C. 6:3-4A.4.

REPORTS TO: Superintendent / Designee

JOB GOAL: To use home-school relations as the medium through which an individual student's response to and benefit from the school and its programs can be strengthened and improved.

PERFORMANCE RESPONSIBILITIES:

A. SCHOOL

1. Conduct monthly meetings with parent liaison, family workers, early childhood coordinator and truancy coordinator;
2. Develop and administer a comprehensive parenting plan to meet the needs of the daily instructional programs;
3. Develop maintain effective communication with principals, staff, students and the community;
4. Evaluate and monitor all parental and community activities and keep the Superintendent and administration informed of program operation; make recommendations for changes in the programs and procedures that would improve the quality of performances;
5. Serves as information liaison between the total school system and the community-at-large;
6. Sets annual objectives for district's Community Engagement Program and plans budget for meeting objectives;
7. Assist in seeking funding and prepares proposals for federal, state, and private grants;

COORDINATOR OF COMMUNITY ENGAGEMENT (Continued)

8. Develops data gathering (surveys) to assist in assessing district and community needs;
9. Visits students' homes to explain school programs; to reinforce positive attitudes of parents and students toward school and to learn of any home problems that may have a bearing on student accomplishment in school;
10. Reports problems observed in the home to his/her supervisor;
11. Becomes familiar with public and private agencies that can help with particular problems and assists families in obtaining appropriate help;
12. Listens to complaints parents may have about school and advises parents to proper channels for seeking redress of grievances;
13. Reports any suspected violations of the law, such as health or housing code violations, child abuse, illegal narcotics sales, and the like to his/her supervisor for immediate follow-up and action;
14. Visits other school districts for the purpose of evaluating other parental involvement programs to meet the needs of our families in the district;

B. COMMUNITY RELATIONS

1. Promotes community support of the schools, report plans, events and activities of interest and solicits community opinions regarding school interest;
2. Identifies available community resources and linkages to social services agencies that support education and student development;
3. Develop programs to promote parental involvement in their children's education and provide a variety of opportunities for positive interaction between parent and teacher;
4. Represents the Superintendent at meetings and community activities upon his request;
5. Maintains contact and good relations with local media;
6. Ensure that the Superintendent's interest for the school district will be represented in meetings and activities of municipal and other government agencies;

C. Perform such additional duties and activities as are consistent but are not included with those listed above.

TERMS OF EMPLOYMENT: Twelve (12) month position. Salary determined by the Board of Education

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Pleasantville Board of Education

Date: June 27, 2000

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.A.C. 6A:32-6 School employee physical examinations
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.