

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

Central Office

Non-Certified

TITLE: Parent/ Partnership and Communication Coordinator

QUALIFICATIONS:

1. Bachelor's Degree from an accredited college or university in Communication, Journalism, or Public Relations;
2. Bilingual (English/Spanish)
3. Have at least three (3) years of experience in community, parent relations;
4. Strong decision-making and problem-solving skills;
5. Critical and creative thinking skills;
6. Ability to work with all stakeholders appropriately;
7. Excellent communication skills in communicate both English and Spanish orally and in writing, using proper grammar and vocabulary.
8. Ability to use technology and software programs.
9. Have teambuilding skills to motivate parents and stakeholders.
10. Have excellent integrity and demonstrate good moral character and initiative.
11. Exhibits a personality that demonstrates interpersonal skills to relate well with students, staff, and administration.
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 N.J.A.C. 6:3-4A.4.
14. Current residency in New Jersey, approved residency waiver, or candidate agrees to obtain residency within one year of employment
15. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
16. 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.
17. Meet such additional and/or alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Superintendent and/or designee

JOB GOAL: Parent/ Partnership and Communication Coordinator creates and maintain a positive public image for the Pleasantville Public School District. Communicating with parents, partners to solve matter using creative and innovative techniques. Prepare recognition programs, craft media releases and develop social media programs to increase awareness the District's goals and initiatives. Handle parental concerns to bridge the communication between home and school.

PERFORMANCE RESPONSIBILITIES:

1. Work with parent and the community to build strong relationship;
2. Develop, meet and maintain effective communication foundation with parents, students, community, and administration;
3. Acts as the liaison between the District and parents/guardians addressing all parent complaints and concerns;
4. Creates a partnership with parents, district and the community though programs and initiatives.
5. Coordinate school programs such as back to school night, parent teacher conferences, social events throughout the district to

PARENT/PARTNERSHIP AND COMMUNICATION COORDINATOR (continued)

- ensure equity, accountability and continuity;
- 6. Provides trainings and workshops for parents to reinforce the importance of education at home as well as school;
- 7. Design and oversee all district-wide communication to parents and the community in both English and Spanish;
- 8. Implement a recognition program to build parental awareness;
- 9. Create communication strategies to enhance the District's image through positive relationships with the community and partnerships;
- 10. Collaboratively work with parents, administrators, and the community to build upon the relationship with media outlets;
- 11. Develop new ideas, to amplify the District's mission and goals.
- 12. Work collaboratively to evaluation and establish a protocol for parents to communication with the District to resolve conflicts;
- 13. Perform any duties and responsibilities that are within the scope of employment as assigned Superintendent and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT: 12-month employee, salary and work year as set by the BOE.

ANNUAL EVALUATION: The 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: March 11, 2025

Revised:

Salary Range: \$53,000.00 - \$70,000.00

LEGAL REFERENCES:

N.J.S.A. 7F Comprehensive Educational Improvement and Financing Act

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for
from employment; exception

disqualification

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:25-2 Authority over pupils

PARENT/PARTNERSHIP AND COMMUNICATION COORDINATOR (continued)

N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:26-1 Citizenship of teachers, etc.
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:27 Employment and contracts
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.A.C. 18A:37 Discipline of pupils
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment

See particularly:

N.J.A.C. 6A:8-2.4 Authority for requirement to establish early childhood education programs
N.J.A.C. 6A:8-3.4 Requirements for early childhood education programs

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See particularly:

N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 6A:32-8 Attendance and pupil accounting

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.