



Job Description Family Engagement Coordinator

Program/Department: FamilyBridge

Reports to: FamilyBridge Program Director

Part-time: 10-20 hours/week

Compensation: \$25.00 - \$30.00/hour

Description of Role

The Family Engagement Coordinator (FEC) is part of a collaborative team of program staff, volunteers, educators (parents and teachers), and community partners who tutor, coach, and inspire 2nd and 3rd-grade students who are performing substantially below grade level in math and reading.

The FEC works with the FamilyBridge Director to closely partner with parents and caregivers to support and encourage improved in-home learning for the students enrolled in Children Rising Path2Math and Succeeding by Reading interventional tutoring programs.

Primary Responsibilities Include

- Providing parents/caregivers frequent (biweekly) updates about their children's reading and math progress, making it easier for parents/caregivers to encourage and effectively support what their children are learning in school. Updates will include:
 - Texting "good news" updates to parents/caregivers that have pictures of the kids, their success moments, and their work
 - Key points from compiled clinic/tutor notes, plus materials (books, sight words, math worksheets, math tools) which will support learning at home
- Weekly attendance at Children Rising and partner (as appropriate) tutoring clinics to:
 - Build relationships with volunteer tutors, clinic coordinators, and students to help personalize parent communication
 - Interact and communicate with tutors to understand student progress and challenges of the children in the clinic
 - Collaborate with clinic coordinators and obtain/develop weekly status reports
- Routine communication with teachers to understand students' needs and progress in the classroom





- Also acting as a resource for teachers to facilitate communications back to the tutoring clinics
- Support FamilyBridge Director with the utilization of iReady and other learning tools to synchronize instruction in the classroom with interventional support in clinics and learning opportunities at home

Secondary Responsibilities (team and organization responsibilities)

- Attend program team meetings, staff meetings, and special events as needed

Skills and Qualifications Needed (What skills and experience does a Family Engagement Coordinator require to be successful?)

- An outstanding, energetic attitude that encourages and gains trust with children, parents, and educators.
- An ability and desire to work with children in the subject of elementary math and reading
- Through observation, the ability to identify and communicate various student behaviors that may affect participation, outcomes, classroom management, etc.
- An understanding of the impact of trauma on early childhood learning
- Excellent communication and organizational skills
- Adaptability in a dynamic school environment
- Flexibility, strong commitment to collaboration, self-reflection, and resourcefulness
- Experience and adaptability to digital technology
- Bachelor's degree or two or more years of relevant experience in childhood education

Desired Experience (Experiences, characteristics, or traits that can help a Family Engagement Coordinator succeed)

- Experience with program evaluation and data tracking systems
- Experience working with diverse communities
- Experience with English as a Second Language

Requirements

- Live Scan background clearance for Children Rising
- Negative Tuberculosis status
- Driver's license and regular access to a car

To apply, contact:

Tai Dillard, FamilyBridge program director, tai@children-rising.org

