

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: COORDINATOR - PARENT ENGAGEMENT**

#### **BASIC FUNCTION:**

Under the direction of a director in the Professional Learning & Instructional Support Division, researches, develops, coordinates, implements and assesses staff development in accordance with State and Federal mandates and district/school/curriculum needs for parent engagement development planning; provides technical, specialized, consultative, advisory and planning services in the area of parent engagement; provides direction and leadership to interpret data in the development and implementation of strategic plans for equitable parent leadership and voice that meaningfully contributes to district and school governance and the academic and social emotional growth of the whole child regardless of abilities; serves as a resource to program representatives and school districts; and serves as a SCCOE lead for grants or grant projects as assigned.

#### **ESSENTIAL DUTIES:**

Researches, develops, coordinates, implements and assesses staff development in accordance with State and Federal mandates and district/school/curriculum parent engagement development planning; assesses specific needs; develops long and short-term training plans with districts, schools and SCCOE programs; develops and implements programs for parents for parent leadership; collaborates with the 6<sup>th</sup> District PTA to offer programs and workshops for parents; designs and delivers training modules and materials to develop content and pedagogical knowledge for supportive and successful home life for academic learning and beyond to support the whole child; observes and coaches parents, parent liaisons and administrators; develops assessment instruments; coordinates data collection processes within districts and schools; builds capacity to analyze assessment data to improve instruction and increase student achievement; works with district leaders and school teams to sustain professional development efforts for parents through building local capacity; prepares professional development curriculum to assure compliance with specific mandates.

Provides technical, specialized, consultative, advisory and planning services for the effective implementation of SCCOE programs and school districts' parent engagement initiatives including the LCAP and DELAC; provides technical advisory services in the development and implementation of programs and projects related to Federal and State mandates in regards to parent engagement.

Provides direction and leadership to interpret data in the development and implementation of strategic plans for the schools; provides information, consultation and materials concerning parent engagement.

Serves as a resource to program representatives and the SCCOE; serves as liaison for special assignments; serves as liaison between the State and districts in the County; coordinates State and regional conferences; serves as national, State and regional lead for other leaders in assigned instructional area; serves on assigned task forces and committees.

Provides prevention and support to engage and re-engage parents and parent liaisons in schools through the integration of the Multi-Tiered System of Support (MTSS) to increase parent involvement and leadership, improve school culture and climate, and improve student outcomes.

Develops curriculum and trains district personnel to promote equity for disadvantaged student populations through parent engagement (Ways 2 Equity Playbook) in California public schools grades TK through twelve.

Screens and hires staff developers to conduct State-sponsored professional development; evaluates trainers; collaborates with State representatives to improve the effectiveness and delivery of professional development opportunities.

Collaborates with other County Office representatives to write State documents to guide districts and schools in parent engagement policies, evidence-based best practices and materials adoption; collaborates with other State affiliates in advocacy, research and forum planning; conducts special studies and in-services as needed; and latest studies in curriculum and pedagogy; monitors legislation related to parent engagement and assures compliance; maintains current knowledge of educational and leadership literature.

Works with other County and district subject area coordinators and members of other departments to present cross-curricular applications of research and pedagogy; coordinates monthly regional leadership meetings and annual regional conferences.

Provides technical information and assistance to the Director regarding assigned functions; assists in the formulation and development of policies, procedures and programs; assists with departmental and divisional planning activities.

Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends a variety of conferences, departmental and interdepartmental meetings as assigned; provides expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

**OTHER DUTIES:** Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

K-12 curriculum and public school environments;

Parent engagement learning research, evaluation, strategies, theories, techniques, and methods of instruction;

Pedagogical content and specific content of assigned instructional area;

Researching, synthesizing, writing and marketing training programs for assigned instructional area;

Training methods, program planning, instructional techniques, adult learning, and group facilitation and dynamics;

Collecting and assembling data and navigating assigned software systems;

Budget preparation and control;  
Technical aspects of field of specialty;  
Oral and written communication skills;  
Applicable laws, codes, regulations, policies and procedures;  
Interpersonal skills using tact, patience and courtesy;  
Operation of a computer and assigned software.

**ABILITY TO:**

Research, develop, coordinate, implement and assess staff development in accordance with State mandates and district/school/ curriculum needs for curriculum reform and school development planning;  
Provide technical, specialized, consultative, advisory and planning services in assigned instructional area;  
Provide direction and leadership to interpret data in the development and implementation of strategic plans for the schools;  
Serve as a resource to program representatives and the SCCOE;  
Conduct special studies and in-services;  
Coordinate large professional development institutes and conferences;  
Communicate effectively both orally and in writing;  
Interpret, apply and explain rules, regulations, policies and procedures;  
Establish and maintain cooperative and effective working relationships with others;  
Operate a computer and assigned office equipment;  
Analyze situations accurately and adopt an effective course of action;  
Meet schedules and timelines;  
Work independently with little direction;  
Plan and organize work;  
Maintain records and files;  
Prepare comprehensive narrative and statistical reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a master's degree in education, assigned instructional area, or related field; and five (5) years of teaching experience, including increasingly responsible experience conducting professional development activities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential Valid  
California Teaching or Pupil Personnel Services Credential Valid  
California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Driving a vehicle to conduct work

**COORDINATOR - PARENT ENGAGEMENT continued**

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information and make presentations;
- Dexterity of hands and fingers to operate a computer keyboard;
- Seeing to read a variety of materials;
- Sitting or standing for extended periods of time.

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Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date
	<small>DocuSigned by:</small> <i>Mary Ann Dewan</i> <small>72890FE01E52493</small>	<small>1/21/2021   5:06 PM PST</small>
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date