

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

## JOB DESCRIPTION

- TITLE:** Title III Family and Community Outreach Coordinator
- REPORTS TO:** ESL Supervisor
- QUALIFICATIONS:** NJ K-12 Teacher Certification  
Oral fluency in two or more languages  
Ability to work with people of all ages and backgrounds  
Experience working with schools or social service agencies  
Must have own transportation

### **Scope of Position:**

Serve as school liaison and community outreach worker for English Learning Learners and their families at school-based, district-wide, and community-based locations. Collaborate with the ESL Supervisor, principals, teachers and building-based staff to plan outreach events to be held at home school, district-wide schools and community-based locations as needed. Become informed about and facilitate access to the variety of district services and community resources available to families and students.

### **Essential Duties and Responsibilities:**

The below statements are intended to describe the general nature of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required-- other duties may be assigned ESL supervisor:

### **Specific Duties:**

#### **School Liaison for Families and Community Outreach:**

- Facilitate two family nights for families at any point during the school year.
- Assist with school required forms/paperwork in different languages.
- Assist with phone communication between home and school.
- Serve as the point of contact for translators to assist families in accessing needed services.
- Identify and document outcomes related to parent/guardian support and engagement at school.
- Provide PD to general staff to implement strategies aimed at eliminating barriers to parent/guardian engagement in school.
- Assist with and participate in the District Parent Advisory Committee.

#### **General:**

- Model, promote and support professional discretion and respect in all communications with and about families.
- Submit timely documentation and follow all documentation protocols.
- Collect, analyze and report data related to school/district liaison efforts.
- Provide feedback regarding obstacles to overall program as well as specific projects.

#### **Contract Terms of Employment:**

This is a stipend position requiring annual approval by the Board of Education and is dependent upon available funding.

Board Approved: November 14, 2017