

**Boston Public Schools**  
**Family and Community Outreach Coordinator, Managerial Tier B -SY1819**  
**(00058061-SY1819)**

**JOB POSTING**

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**Job Details**

<i>Title</i>	<b>Family and Community Outreach Coordinator, Managerial Tier B -SY1819</b>
<i>Posting ID</i>	<b>00058061-SY1819</b>
<i>Description</i>	Academic - Administration/Mgmt Family and Community Outreach Coordinator, Managerial Tier B Reports to: Principal /Headmaster

**General Description:**

The Mather School is seeking an exceptional Family and Community Outreach Coordinator that is responsible for developing family engagement systems and activities that create strong partnerships that support teaching, learning and student achievement. Our school is a diverse K-5 in Dorchester. We are committed to the success of every child and the accelerated development of all students by providing rigorous, student-centered instruction; targeted, data-based interventions; and enriching arts opportunities on a daily basis. The Family and Community Outreach Coordinator will be integral in engaging the community and our families to support the continued growth of our students and school community.

The Family and Community Outreach Coordinator will be responsible for supporting families, teachers and the community in their efforts to assist students in achieving academic excellence. The Coordinator will also provide support for the School Parent Council and the School Site Council in outreach to families, communicating priorities and goals of the school, and engaging parents in the decision-making processes within the school. As part of the scope of his/her work, the Coordinator will specifically be responsible for outreach and engagement efforts to build positive connections with our families of ELLs. This position, in conjunction with the principal/headmaster and the Office of Family and Student Engagement, will focus on building the critical partnership between families and schools in order to address the achievement gap.

This position will work in conjunction with the principal and school staff to create a welcoming environment that values parents as full partners in the education of their children and engages families in ways that support student learning.

The Family and Community Outreach Coordinator will be directly supervised by the building principal.

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**Responsibilities:**

1. Develop, implement and evaluate, in collaboration with the principal, school staff and parents, a site plan and individual work plan for systematic family engagement that supports the Quality School Plan (QSP) and is consistent with No Child Left Behind Act, Section 1118, to engage a growing number of parents in activities to increase student achievement.
2. Support planning and coordination of parent representation in school governance structures.
3. Support 8th graders with high school admission, essay writing and school visits.
4. Support students with applications for camp and other enrichment opportunities.
5. Support students by participating in the Student Support Team and by identifying community resources that students and families can connect to for additional off-site support
6. Identify, cultivate, and engage corporations, small businesses, other educational institutions, cultural organizations and community agencies in the life of the school to enhance it's existing academic and social programs to further enrich and align with the school's mission. This includes: • Manage relationships with external partners including contractors and after school providers through daily communications, managing scheduling and logistical needs, financial management, coordinating with classroom staff and administration as needed.

- 7. Collaborate with in-school and out-of-school staff to identify enrichment or programming needs focusing on enhancing student learning for those students struggling or needing additional resources.
- 8. Work with principal to coordinate and oversee all extended learning initiatives that take place.
- 9. Working with the principal/headmaster and school staff, establish an environment in which families feel safe, welcomed and free to voice their opinions.

Qualifications Required:

- 1. Bachelor's degree or commensurate experience.
- 2. Experience working with diverse communities.
- 3. Excellent interpersonal skills.
- 4. Excellent organizational skills.
- 5. Demonstrated ability to manage time well.
- 6. Excellent written and oral communication skills.
- 7. Experience in developing and/or leading workshops and trainings.
- 8. Ability to work flexible hours including evenings and weekends.
- 9. City of Boston Residency.

Current authorization to work in the United States - Candidates must have such authorization by their first day of employment

Preferred:

- 1. Conflict resolution, mediation and/or negotiation skills.
- 2. Experience in an urban school setting.

Please refer to [www.bostonpublicschools.org/ohc](http://www.bostonpublicschools.org/ohc) (under "Employee Benefits and Policies") for more information on salary and compensation. Salaries are listed by Unions and Grade/Step.

NOTE: School-based managerial employees will work 223 days between July 1st and June 30th each year. The 223 day work-year will include the 180 days in which school is in session, and the additional days will be determined by the employee and the principal or headmaster of the school. This position subject to the City of Boston residency requirement.

School-based managerial employees are not eligible for vacation time or compensatory time. In the event of school cancellation due to snow or inclement weather, school-based managerial employees need not report to work.

The Boston Public Schools, in accordance with its nondiscrimination policies, does not discriminate in its programs, facilities, or employment or educational opportunities on the basis of race, color, age, criminal record (inquiries only), disability, homelessness, sex/gender, gender identity, religion, national origin, ancestry, sexual orientation, genetics or military status, and does not tolerate any form of retaliation, or bias-based intimidation, threat or harassment that demeans individuals' dignity or interferes with their ability to learn or work.

<i>Shift Type</i>	<b>Traditional</b>
<i>Salary Range</i>	<b>1.0 FTE</b>
<i>Location</i>	<b>Mather Elementary</b>

**Applications Accepted**

<i>Start Date</i>	<b>04/02/2018</b>
<i>End Date</i>	<b>05/25/2018</b>