

Anoka-Hennepin Independent School District #11
Job Description

Title: Community Education Parent Involvement Coordinator
Department: Community Education
Reports to: Executive Director of Community & Government Relations
Prepared Date: December 1, 2023

SUMMARY OF RESPONSIBILITIES

Assume administrative responsibility for the planning, coordination, implementation, and evaluation of programs designed to increase parent, family, and community partnerships within the Anoka-Hennepin School District. The work of the position is guided by policy #909: School, Family, and Community Partnership Policy.

DUTIES AND RESPONSIBILITIES

- Develop and monitor program budget.
- Supervise program recordkeeping, communications, and community/school partnerships.
- Develop and implement procedures which will promote the integration of parent involvement philosophy and practices with district staff and community agencies.
- Identify and develop opportunities and processes that encourage inclusive decision-making and communication processes for the community and families.
- Provide consultation in the design and implementation of effective strategies for communication and public engagement in district initiatives planning and policy groups.
- Conduct training workshops, focus groups, and presentations regarding effective parent leadership and involvement practices.
- Provide consultation and information on non-profit management to non-profit organizations who directly serve Anoka-Hennepin students.
- Remain current on best practices of volunteer management, non-profit management, and community partnerships.
- Perform other tasks and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES

Supervise the Volunteer Services Supervisor, Parent Involvement Specialists, and Parent Involvement Secretary, and may direct the work of volunteers.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in education, non-profit management, or related field. 3-5 years of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

KNOWLEDGE, SKILLS & ABILITIES

Effective communication skills and the ability to represent the school district in various settings. Self-starter, confident in ability to seek solutions and create systems and present information to stakeholders.

Ability to maintain regular attendance, which includes completing as assigned day.

Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

Must be physically working in the building/on site.

PREFERRED QUALIFICATIONS

Volunteer management experience a plus.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus. The employee may be required to travel to individual school or off site locations to conduct business related to the essential functions of the position.

WORK ENVIRONMENT

Most work is performed in an office, a school building, and offices or meeting rooms of businesses in the community. Ability to travel to other district sites or community offices during the duty day is required.