

Edna Martin Christian Center
Job Description

Job Title: Community and Parent Coordinator

SUMMARY

The primary role of the Community and Parent Coordinator is to facilitate the process of creating a learning environment that supports increased student academic success. This entails working in concert with the principal and a school-community team at a single IPS school.

ESSENTIAL DUTIES AND RESPONSIBILITIES

I. Community Coordination

1. Coordinate the activities of providers and community partners in delivering programs and services that help increase student academic success and improve the conditions for learning.
2. Assist providers and community partners in resolving issues related to service delivery, access and coordination.
3. Develop, monitor, and maintain a schedule of programs and services in the school and coordinate the use of space by providers and community partners.
4. Develop relationships with agencies and organizations whose resources can help increase academic success and improve the conditions for learning.
5. Manage all volunteers in the school, develop volunteer opportunities, keep records of volunteer work, and regularly recognize their service to the school.
6. Organize and staff a school-community team and/or community council.
7. Serve as a liaison to the community and attend external meetings as needed.
8. Refer parents and family members to human service agencies and other resource providers.
9. Collect program and service delivery information from providers and partners.

II. Parent Involvement

1. Communicate with parents at the school and in their homes.
2. Maintain a parent resource center.
3. Coordinate parent workshops and meetings with a focus on the five areas of reading.
4. Involve parents in school improvement initiatives.
5. Maintain records of parent involvement activities.
6. Collaborate and communicate with principals and teachers on parent involvement activities.
7. Manage parent volunteers in the school.

III. Read Up Tutoring

1. Coordinate all Read UP volunteers at the school and children that are receiving tutoring.
2. Provide support to community volunteers who tutor fourth and fifth grade students.
3. Keep records for Read UP, including attendance, permission slips, and photo releases.
4. Secure and maintain space for Read UP tutoring and reading materials.
5. Communicate with volunteers, students, parents, teachers, and substitute teachers, including any changes in Read UP schedules and absences of program participants.
6. Attend related internal and external meetings as needed.

QUALIFICATIONS

1. Bachelor's degree in education, government, social service or a related field
and/or
2. Equivalent work experience in education, government, social service or a related field.

COMPETENCIES

1. Culturally competent and able to work with diverse parents and family members.

2. Ability to manage and coordinate multiple programs, services, and resources from multiple organizations and partners.
3. Willing to actively engage with neighbors, community organizations, and other groups that are not currently working with the school.
4. Ability to organize and oversee parent and community volunteers.
5. Desire to learn about effective teaching and learning and how community resources can help impact the learning and student success.

Send resume to:

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Or Email to: ednamartincc@indy.rr.com

Place Community and Parent in the subject line