

CITY OF CHATTANOOGA

Classification Specification Title: Parent Family Community Engagement Coordinator

Department: Early Learning

Pay Grade: GS.11

Supervision Received From: Administrator Early Learning

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 9/05/18

Revision Date: 4/3/25

CLASSIFICATION SUMMARY:

Incumbent under the direction of the Family Services Team Manager the Parent Engagement Coordinator will assure responsibility for the planning, developing, implementing, of a Parent Engagement Program in which parents will be given an opportunity to be involved in all areas of the program; will serve as a liaison between Head Start/EHS and other collaborating persons, institutions and agencies; develops community resource manual, establishes outreach, and recruitment process.

SERIES LEVEL: This is a stand alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Plans, develops, and implements all parts of the parent engagement program; trains staff to assist with the program; trains parent volunteers; supports parents' goals; motivates both parents and staff.

Assures parent committees are established and Policy Council representatives and community representatives are elected. Assist in recruiting at all sites when needed.

Develops strategies to assist parents and staff in ways of improving attendance.

Organizes, plans, and develops the parent engagement program to all families. Coordinates Parent Engagement Program with the community on activities in which parents express interest, including transition activities, accessing community services/resources, and maintaining collaborative relationships.

Provides leadership in hiring, orienting, training, and directing job performance of personnel working within the parent engagement program, in compliance with laws, policies, and procedures regarding the treatment of personnel.

Exercises administrative control over record keeping, reporting and operating systems for the parent engagement component including tracking MBO's, writing variances, developing policies and procedures, parent engagement plan and other necessary parent engagement materials to ensure compliance with all revised Performance Standards.

Manages family literacy and parent engagement services by ensuring families have access to materials, services, and activities through coordination with center supervisors and community agencies.

Provides leadership in training policy council parents and community representatives on all aspects of legal and fiscal responsibilities for administering the Head Start/Early Head Start Program. Ensures elections and terms of office are in compliance with regulations. Conduct all executive committee meetings.

Demonstrates work habits which comply with agency personnel policies and procedures, completes special assignments from immediate supervisor or Head Start/EHS Director.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Social Work, Human Services Management or other related field; five (5) years of experience in working with low income families and a minimum of three (3) years of successful job related experience in areas of organizing, planning, developing and implementing parent engagement programs or any combination of equivalent experience and education. Excellent record keeping and writing skills; experience implementing Adult Literacy Programs, interviewing, assessing skills, and motivating others.

LICENSE & CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

Knowledge of local community service resources, excellent communication skills and some graduate hours. Organized to effectively plan work to meet goals and objectives, fluent in the language used by Head Start families and ability to relate to social and economic problems which typify the Head Start/Early Head Start population; communicate and coordinate with various professional and community groups; knowledgeable about community resources; orient and train others, make timely and rational decisions; and have good oral and written communication skills and can work independently.

PHYSICAL DEMANDS:

Position typically requires talking, standing and some repetitive motion.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. May need to move around multiple locations throughout the City and County for work related collaboration.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.