

JOB DESCRIPTION

TITLE: COORDINATOR OF FAMILY ENGAGEMENT AND STUDENT SUCCESS

PRIMARY FUNCTION:

To assure that no student enrolled in the district gains less than full advantage from their educational opportunities as a result of attendance problems and to ensure the division meets certain accreditation standards.

DESIRED QUALIFICATIONS:

1. Hold a Postgraduate Professional License with proper endorsement, or a Pupil Personnel License.
2. Hold a master's degree.
3. A minimum of five years successful teaching experience.
4. Knowledge of school law and legal provisions related to students.
5. Demonstrate ability to work cooperatively with students, parents, school personnel and community agencies.

REPORTS TO:

Dr. Megan de Nobriga

PERFORMANCE RESPONSIBILITIES:

1. Identify and assist in eliminating obstacles to regular school attendance, including chronic absenteeism.
2. Make home visits and/or home contacts as requested by the principal or central office personnel.
3. Assess social and behavioral strengths and weaknesses of students as these relate to school difficulties and home/community issues.
4. Serve as a liaison between schools, families, and community agencies.

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5. Participate on multidisciplinary teams with other agencies and other school administrative staff.
6. Supervise activities related to school accreditation with Cognia.
7. Maintains a professional awareness of regulations regarding child welfare and attendance by having a working knowledge of state law, school division policy, and administrative regulations.
8. Perform any other specific and reasonable duties as may be requested by the superintendent and the school board.

TERMS OF EMPLOYMENT:

As per contract.

EVALUATION:

Performance will be evaluated in accordance with school board policy and regulations on evaluation of personnel.

Adopted: by the Bristol Virginia School Board on June 6, 2022.