



## DISTRICT FAMILY INVOLVEMENT AND EARLY LEARNING COORDINATOR - TOSA

---

### Position Summary

The District Family Involvement and Early Learning Coordinator, under the supervision of the Federal Programs Administrator, will be responsible for district-wide leadership of family involvement in Title I schools and coordinating early learning opportunities in the district.

### Supervisory Relationship

This position reports to the Federal Programs Administrator.

### Essential Functions

1. Supports Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
2. Collaborate with Title I schools to forge and maintain close partnerships with families, conduct regular outreach, and engage families in regular opportunities for home-school partnership.
3. Supports the pre-K to kindergarten transition in Title I schools to enhance the transition process.
4. Supports quality early learning and literacy development, quality transitions to kindergarten, and engagement of culturally diverse families to ensure student success.
5. Develop a Family Resource Center (FRC) work plan to include pre-K readiness activities, kindergarten transition strategies to support children and their transition to kindergarten, family events, literacy, math, technology and science nights, parent workshops, summer transition activities and connecting families to community services.
6. Maintain budgets and quarterly reports for the FRC program and early learning grants.
7. Partners with the early learning organizations to increase academic and social outcomes for children entering kindergarten by fostering communication and continuity between the early care and school settings.
8. Coordinates the district's pre-K programs and supports with new site implementation planning, recruitment and retention of staff, and pre-K licensing of school sites.
9. Supports the alignment of Oregon's Early Learning and Kindergarten Guidelines between Early Learning programs and kindergarten.
10. Coordinate and support the alignment of statewide and county level early learning initiatives with the Eugene School District.

### Required Knowledge, Skills and Abilities

1. Commitment to the belief that all students can learn, to educational equity, and to the District's vision and mission.
2. Ability to communicate effectively, orally, and in writing.
3. Knowledge of data-driven decision-making in education and assessment practices, especially relative to interventions with struggling learners and students of varying

cultural heritages and English proficiencies.

4. Ability to communicate effectively and work collaboratively both at the district and school levels.
5. Ability to work collaboratively with a broad and diverse population of students, families, peers and colleagues.

### Minimum Qualifications

- Master's Degree in Education or a related field preferred.
- Oregon Teaching License
- Three or more years of experience working in public schools.
- District level experience with coordinating programs preferred.
- Experience facilitating adult learning among K-12 educators.

### Work Environment

- Duties are performed in an office environment, training environment, and in schools.

ADDITIONAL INFORMATION	
Employee Unit	Eugene Education Association
Developed by	Jeffrey Johnson, Federal Programs Administrator
Pay Grade	Licensed Salary Schedule
Approved by	Cydney Vandercar, Asst. Superintendent of Admin. Svcs
Last revised	June 2018

### Employee Statement

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date