



Parent Engagement Coordinator

Function: The Parent Engagement Coordinator (PEC) is a newly created position that is contingent upon receipt of Federal funds. This individual will work in a flex time environment and be responsible for the planning, oversight and implementation of traditional and new parent activities at the school. Working under the oversight of the administration and Deans, the PEC will be key in the communication between the school and home. The PEC must have initiative, basic computer skills, be able to manage a small budget, be present at parent/school activities (day or night) and work to ensure that communication between school and home is effective. Second language skills are a plus. This position requires active planning, engagement and actual work by the PEC and is not simply a position that serves as a representative for parental viewpoint at the school.

Remuneration: The PEC is presently budgeted for \$20,000 for eleven months of work at approximately 70 hours per month at \$25.00 per hour.

Duties: The PEC's duties include but are not limited to:

Actively recruit parents to participate in Beacon academic and social events

Assist in the planning and attend and supervise all classes and workshops for parents

Plan and supervise social activities for parents

Distribute printed information (handbooks, newsletters, surveys, multilingual publications)

Serve as an ad hoc member of the BMW's and any Parent Advisory Councils

Translate at all parent meetings and translate school news and information

Access social support for families and/or build partnerships with agencies that serve families

Inform parents via phone, email and mail of school activities and attendance/lateness issues

Provide quality information to parents on educational requirements at the school

Complete activity reports, participation tracking, and time sheets, and submit such reports in a timely manner to supervisors