



Job Title: Family Advocacy Coordinator

Department: Student and Family Support Services

Reports To: Director of Family and Community Engagement

Grade: BG-07

Number of Days: 12 Months

Security Access: Education Service Center

Overtime Status: Exempt

Last Revised Date: July 1, 2017

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Under the guidance from the Director of Family Advocacy, the Family Advocacy Coordinator provides guidance for pursuing an integrated strategy to support the exchange of information, purposeful interaction, and meaningful participation to build family and community engagement for each of the TPS (pre-K - 12) district schools, families, school administration/staff and community partners. This position will promote best practices as lead contact for each of the district's school appointed parent facilitators and appointed volunteer coordinators to maintain compliance to Title I and ESSA family engagement policies through

program evaluation and assessment. Establishes and maintains a database for district and school site volunteer/community partner work, and assists to monitor volunteer and community partner adherence to district policy and procedures governing volunteer participation.

Minimum Qualifications:

- Master's degree preferred or strong leadership background with community and or family engagement experience

Responsibilities and Essential Functions: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ensure that Title I, Part A and ESSA parent involvement regulations are met with meaningful and strategic actions to build family engagement under the law
- Collaborate with staff and principals in facilitating program advisory committees to assure proper representation of Title I federal program requirements through needs assessments to include in site improvement plans
- Advise and give technical assistance to site parent facilitators on all Title I procedures
- Establish a district data base to collect parent and community engagement for site parent facilitators and volunteer coordinators access
- Facilitate regular, two way, and meaningful communication between home and school and ensure information about policies, procedures, and expectations are available to all parents
- Conduct surveys for students, parents, and communities to provide responses to school programs, policies, practices, and share information and concerns about students on an annual or bi-annual basis
- Teach or provide access to parenting skills related to health, safety, communication, and academic achievement for parents and guardians based on the unique needs of the parents of the students in any given district school
- Hold school and community-based meetings to help parents understand school needs and expectations at different levels of the educational process
- Establish and maintain partnerships with businesses, faith-based organizations, and community agencies in order to provide training on effective parenting skills
- Collaborate with and support programs that assist parents with health, nutrition, economic, and other family services
- Promote a welcoming environment for family members visiting schools and provide training for office staff on the importance of a family-friendly school
- Establish and maintain a district-wide volunteer program to encourage families, teachers, and administrators to cooperate and participate in building strong, supportive relationships
- Collaborate with independent parent advocacy groups to lobby and work for school improvement
- Train parents/caregivers on how to help their children learn to ask for help and assistance with matters relating to health, safety, harassment, abuse, and academic assistances
- Build appropriate representation of parents/caregivers on various committees of school and district governance and improvement

- Provide information and resource directories for students and families on community health, cultural, recreational, social support, and other programs or services
- Build equitable access to before and after-school programs for students with support from community businesses, agencies, and volunteers
- Partner with families and community-based entities to develop reciprocal relationships that support schools and families by disseminating information, volunteering time and talents, providing consultation and other types of support resources
- Establish partnerships with community agencies to identify and connect family with resources, services, family health screenings, evening or after-school activities, and resource service centers

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to facilitate collaborative team process across the disciplines
- Understanding of educational success and social, emotional learning and development
- Experience working with persons with diverse cultures and economic backgrounds
- Strong organizational, communication and interpersonal skills
- Knowledge of school district and community resources
- Ability to conduct staff development and community education regarding family and community engagement
- Coordinate services and reports in a timely manner
- Knowledge of program management, monitoring and valuation
- Ability to work with parents, administrators, teachers, other staff and members of the community
- Knowledge of Federal regulations relative to Title I programs
- Ability to operate various office computers, fax machines and copiers
- Ability to be flexible and perform multi task successfully
- Ability to speak Spanish a plus

Supervisory Responsibility:

- None

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Office, Various school sites, various community partner organizations
- Must be able to operate a motor vehicle and be able to respond to various sites as necessary
- Must hold a valid Oklahoma Driver's License and maintain appropriate motor vehicle insurance
- Must be able to lift parcels, including school supplies and uniforms

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.