

Willows Unified School District

Job Description

Position Title: Temporary Grant-Funded Family, School, and Community Engagement Coordinator

Classification: Certificated Management

Hours: up to 20 hours/week

Basic Function:

Under the direction of the Director of Community Schools, the Coordinator will implement the Community Schools Partnership Grant. This role builds partnerships and systems to support student success and acts as a bridge between families, schools, and the community.

Key Responsibilities:

Partnerships & Community Engagement:

- Develop and maintain partnerships focused on academics, health, community engagement, and social services.
- Act as liaison between schools and community partners.

Family & Student Support:

- Collaborate with students and family to complete needs assessments and asset mapping.
- Connect families with resources (e.g., health care, housing, mental health).
- Help remove barriers to student success.

Attendance Support:

- Assist with SARB/SART processes and conduct home visits as needed.
- Hold weekly site huddle meetings to discuss student attendance.
- Train sites in the use of School Status
- Monitor sites use of School Status

Collaboration & Compliance:

- Participate in site and district committees.
- Share relevant information with school teams to support families.

Professional Growth:

- Stay informed on best practices in family engagement and community schools.
- Attend relevant professional development.

Qualifications:**Education:**

- Associate's degree required; bachelor's preferred.
- Training in family and community engagement is preferred.

Experience:

- Minimum three years in education or community-based work.
- Knowledge of the local community is strongly preferred.

Skills:

- Strong communication and relationship-building skills.
- Bilingual abilities preferred.
- Organized, flexible, empathetic, and culturally responsive.
- Familiar with trauma-informed practices.

Work Environment & Physical Demands:

- Work in schools, offices, and family homes.
- Must travel locally; evening meetings may be required.
- Requires stamina for extended periods of movement and conversation.
- Must be able to lift up to 30 lbs occasionally.
- Proficient with computer use and standard office equipment.

Licensing:

- Valid California Driver's License required.