



ASSOCIATION OF ALASKA SCHOOL BOARDS JOB DESCRIPTION

Position Title: Family Engagement Coordinator

Program: Conditions for Learning team

Reports To: Conditions for Learning Senior Manager

Location: Juneau

POSITION SUMMARY

The *Family Engagement Coordinator* works with the Conditions for Learning team to support schools and families to work together to improve outcomes for students

The Coordinator will work with AASB staff, schools and school districts, grant partners, the Department of Education and Early Development (DEED), families, and other community partners to promote family-school partnerships as strategies for achieving goals related to reading, preparing for life after high school, and a positive school climate.

This position focuses on training and coaching of school staff, developing resources to meet identified needs, and coordinating among schools and organizations to improve Alaska's approach to family-school partnerships. The position involves less direct work with students and families.

Funding for this position is provided by the Alaska Family Engagement Center grant and is dependent upon continued federal funding.

DUTIES AND RESPONSIBILITIES

1. Plan and carry out trainings, learning communities, and other opportunities for professional learning and connection for school district staff, families, and community partners.
2. Provide coaching and implementation support of family engagement toolkits, resources, and best practices.
3. Grow relationships between AASB and partners with tribal and community organizations, school boards, advisory boards, families, schools, and school districts. Participate in relevant statewide and regional workgroups, coalitions, and learning communities.
4. Create practical tools, resources, and templates to help districts and community partners work with families, especially during key transitions such as preparing for life after high school and early childhood to kindergarten transitions.
5. Develop protocols, tools, and approaches to utilizing school climate data to engage families in planning, review, and feedback sessions.

POSITION QUALIFICATIONS

Qualified candidates will be considered if they have many, but not all, of the following experiences and qualifications.

- A background in education or early childhood development is preferred.
- A background in communication or other related fields.
- Other degrees and experiences would be considered (social work, etc).

Experience:

Candidates may have specialized experience in one or more of these areas.

- Experience working with families and schools to improve experiences & outcomes for students
- Experience supporting students in goal-setting and post-secondary planning
- Experience supporting early literacy skills
- Experience with trauma-engaged practices and social and emotional skill building
- Experience using the School Climate & Connectedness Survey or other data to spark conversations and lead to quality improvements.
- Experience developing messages and communication materials that resonate with a variety of audiences.
- Experience developing curriculum
- Experience with tracking and implementing projects, and learning to use new technology to support program implementation
- Experience collaborating with partners and co-designing approaches
- Experience facilitating or coordinating efforts with multiple stakeholders
- Experience working with rural Alaska and Alaska Native communities
- Experience communicating with diverse audiences and stakeholders.
- Experience offering training & coaching to school staff and administrators (preferred)

Knowledge, Skills & Abilities:

- Ability to work well with internal and external teams
- Ability to organize and prioritize multiple tasks and projects
- Knowledge of the cultures of Alaska
- Ability to communicate simply and clearly
- Meeting facilitation and community input processes
- Knowledge of adult learning principles or experience coaching/mentoring educators
- Ability to create scaffolded or sequenced tools to support early reading skills, post-secondary planning, and/or trauma-engaged family approaches and supports
- Knowledge of Google Suite and AirTable (or other project management systems) and/or the ability and willingness to learn new technology
- Commitment to systems change

Working Conditions: Work to be conducted primarily in the Juneau office; Regular evening, weekend and overnight travel required. Juneau (preferred), but other Alaska locations will be

considered.

Physical Demands: Some lifting required (up to 40 lbs.). Long hours on the computer/keyboard. Prolonged periods of standing and/or walking.

Salary/Benefits: This is a full-time, exempt, salaried position. Regular work days are Monday through Friday, 8:00 am to 5:00 pm; occasional weekend work is required. A generous leave and benefit package is included. Funding for this position is provided by the Alaska Family Engagement Center grant and is dependent upon continued federal funding.

AASB Equity Statement

AASB believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, AASB will not discriminate against an employee or applicant for employment because of race, creed, gender, sexual orientation, national origin, age, marital status, political or religious beliefs, physical or mental conditions and family, social or cultural background in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements. Hiring is contingent upon completion of a successful background check. All employees are subject to the AASB policies and terms and conditions of employment.