



Family Engagement Coordinator Job Description

The Association of Alaska School Boards (AASB) is looking for a Family Engagement Coordinator who is committed to improving student outcomes through family-school partnerships. This position will work with school districts and educational partners across the state to improve family and school partnerships. An ideal candidate will be able to oversee a multifaceted project and coordinate an internal team to achieve the statewide family engagement center goals.

To apply, submit a resume and cover letter to Laurie Miller, lmiller@asab.org.
Applications will be reviewed on a rolling basis until filled.

Please contact Lori Grassgreen, lgrassgreen@asab.org, for additional information

Position Overview: This is a full-time, grant-funded position (five years).

This position works closely with the State of Alaska Department of Education and Early Development, the statewide coalition for family school partnership (AK FAM), the Family Advisory Board (FAB) and the broader Association of Alaska School Boards team.

Roles and Responsibilities: This position will work with various AASB team members to coordinate family engagement efforts in more than 15 school districts across the state.

- Work closely with a statewide Family Advisory Board to serve as a guiding body for statewide family engagement center work.
- Work closely with the AASB and the Alaska Statewide Family Engagement Center Coalition to create structures that improve family-school partnerships. These supports will be provided for school board members, districts, school staff, and families.
- Work with internal team leads, and partner organization leads to ensure smooth implementation of family engagement strategies and efforts.
- Create or link resources and training to 1) students and families, 2) school-based coaches throughout Alaska, and 3) partner organizations.
- Work closely with the Communications and Events Coordinator to offer consistent, audience-driven content through blogs, websites, and other mechanisms.
- Work closely with AASB and the Alaska Statewide Family Engagement Center Coalition to create structures that improve family-school partnerships. These supports will be provided for school board members, districts, school staff, and families.
- Work closely with the Training and Coaching Coordinator to offer training and best practices for family engagement.

- Build out the *Stronger Together* training resources and tools to enable school staff to develop strong relationships with families, link families to learning and student wellness, and strengthen decision-making structures for families within the schools.
- Directly provide coaching to advance family and school partnerships with district staff.
- Support a professional learning community for educators and a peer learning environment for families.
- Coordinate AASB and the State of Alaska Department of Education and Early Development and partners as they implement family engagement objectives.
- Link school staff to content experts on special education, mental health and other topics.
- Create opportunities and pathways for families to participate in decision-making.
- Review coach, student, family and teacher data to understand priority-coaching areas
- Work with LEAs, families and statewide partners to support cultural adaptations and address barriers to engagement.
- Co-host professional learning on family engagement.
- Schedule events and family engagement capacity-building opportunities.
- Contribute to the development of materials for asynchronous, in-person, and virtual professional learning communities and family engagement materials.
- Work closely with partner organizations such as the State of Alaska Department of Education and Early Development, the Department of Health and Social Services, tribal, and nonprofit organizations around the state to coordinate statewide efforts with this specific project.

Minimum Qualifications/Training:

- Bachelor's in Education, community engagement, or related field.
- Experience working in Alaskan school systems.
- Rural Alaska experience (living or working).
- Familiarity with the cultures of Alaska.
- Has experience with children in the Alaskan school system.
- Experience managing complex projects with multiple activities.
- Excellent relationship-building skills (on the AASB team and with statewide, school, and community partners).
- Excellent communication and consensus-building skills.
- Awareness of culturally responsive practices and a deep knowledge of and connection with the school community.
- Strong organizational skills that help to manage and coordinate many projects at one time.
- Strategic thinker who helps make decisions to impact short and long-term outcomes.

Preferred:

- Specific training or experience with family-school partnerships
- Experience offering training and technical assistance to educators
- Experience providing learning and partnership opportunities for families
- Graduate-level degree in relevant field
- Experience managing projects funded through federal grants

Working Conditions: Work is to be conducted primarily remotely however, some work will be done in Juneau and hotel environments. Some evening, weekend and overnight travel required.

Physical Demands: Some lifting required (up to 40 lbs.). Long hours on computer/keyboard. Prolonged periods of standing and/or walking. Salary/Benefits: This is a full-time salaried position. Regular work days are Monday through Friday, 8:00 am to 5:00 pm; weekend work is required.

Salary and Benefits: The salary range starts at \$70,000 and offers a generous leave and benefits package. We prefer applicants to be based in Juneau, but we will consider applicants in other locations within Alaska.

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 successful completion of a background check.

As a membership-based non-profit, AASB represents 52 school boards and districts in the state. All employees are subject to the AASB policies and terms and conditions of employment.