



GALION CITY SCHOOL  
NOTICE OF ADMINISTRATIVE POSITION OPENING  
2024-2025 CONTRACT YEAR

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Date of Posting March 22, 2024  
Deadline for Applicants: April 1, 2024

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Description of position: Family Engagement Coordinator

Qualifications:

1. State of Ohio Teaching License preferred or alternatives the Board finds appropriate and acceptable.
2. Bachelor's degree from an accredited college or university; Master's degree preferred.
3. Satisfactorily pass a BCI background check.
4. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
5. Shall meet requirements of law and be governed by State law.

Essential Functions:

Family Engagement

1. In partnership with school administrators, develop a vision and plan to coordinate major parenting events, district-wide initiatives involving parents, and district-wide parent engagement activities.
2. Coordinating policies and procedures to promote and maintain effective relationships and understanding between the school district, parents, and community.
3. Work collaboratively with the CIO to design and utilize media to introduce parents to the school district and enhance school/community relations.
4. Implement and monitor various family engagement programs and strategies across PreK-12 schools.
5. Plan and develop programs to assist appropriate school personnel in tightening the link between home and school and deliver parent education courses when needed.
6. Provide technical support to school sites in creating a welcoming school environment component, such as providing school tours and orientation sessions for new families and developing an outreach strategy to inform families, businesses, and the community about school and family involvement opportunities, etc.
7. Provide required parental support and engagement activities as specified for family engagement.
8. Support existing family resources at every school to connect families and help them support their child's learning, build families' strengths and capacities, serve as a hub for the community, and offer help without stigma by mobilizing the public and providing community resources to help children and families in need.
9. Plan and coordinate training for parents on accessing site, district, and community information.
10. Assist with implementing strategic approaches to parent engagement as outlined in the district policy, vision, mission, guiding principles, and district priorities.



11. Attend district, community, and other partner meetings to promote parents' effective involvement.
12. Seeks and obtains grants, cultivates partnership opportunities, and manages budgets applicable to parent and community engagement programs.
13. Monitors learner/family progress and makes referrals to other staff members or community agencies as needed.
14. Coordinates support services as Homeless Liaison for eligible students under the McKinney-Vento Act.
15. Coordinates services for designated ELL students in the district.

#### Truancy

1. Gathers and reviews attendance data to identify chronically absent students.
2. Collaborates with school staff to develop interventions for learners with attendance concerns and develops individualized service plans to improve attendance.
3. Develops and recommends comprehensive programs for family engagement and support that achieve improved student attendance outcomes.
4. Compiles and evaluates data, prepares analysis, reports, and recommends school attendance.
5. Communicate with school administration on attendance issues in their schools and take the appropriate action(s).
6. Assesses learners with attendance problems and makes home visits to support attendance efforts.
7. Serves as a liaison between the school and social service or legal agencies regarding learner absences.
8. Initiates legal proceedings to enforce compulsory attendance laws; prepares Attendance Intervention Plans.
9. Provides families with information about their child's needs and acts as a resource to parents/guardians by providing family support activities and communicating the importance of school attendance.
10. Assists with implementing absence prevention programs and recommends strategies to support and improve regular school attendance (i.e., incentives, peer groups, recognitions).
11. Demonstrates the ability to organize tasks to completion.
12. Identifies, analyzes, and tactfully solves problems.
13. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
14. Is open to change and willing to be involved in the change process.

Salary: Negotiated with the Galion City Schools Board of Education

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Internal Candidates:

Please send e-mail of interest to:

[human.resources@galionschools.org](mailto:human.resources@galionschools.org)

External Candidates;

Please complete and submit a letter of interest, administrative application (found on our website, [www.galionschools.org](http://www.galionschools.org)), resume and references to:

[human.resources@galionschools.org](mailto:human.resources@galionschools.org)