

# **ECMS Family Partnership and Community Engagement Coordinator**

## **Position Summary**

The Family Partnership & Community Engagement Coordinator supports student success by fostering community/family involvement at ECMS and helping the school build and maintain relationships with ECMS families and the broader community. The Coordinator oversees Extended Day program, organizes family events/ activities, community outreach efforts, student recruitment and supports overall school communication with families. This position reports to the Principal.

## **Duties and Responsibilities**

### **Family Partnerships and Engagement**

- Work with the ECMS team to ensure that the school is a welcoming place for families; serve as families' first point of contact for general questions about school and direct them to appropriate staff
- Plan and implement family events with direction from the Principal
- Create and/or gather and display literature for parents (local community events, support groups, resources)
- Coordinate snack & loaner uniforms (support uniform drive, supply loaner uniforms as needed, send uniform notes home)

### **Communication and Social Media**

- Manage the calendar on the ECMS website Transparent Classroom, Facebook
- Create and distribute fliers for upcoming events
- Create brochures and signs for community events
- Manage collection of parent media releases

### **Parent-Teacher Organization Support**

- Coordinate and attend all PTO meetings (print agendas/materials, prepare the space, coordinate child care-- as needed, record attendance, etc)
- Share key school information with the PTO with direction from the Executive Director and Principal
- Support the work of PTO committees and attend committee meetings

### **School Events and Field Trips**

- Coordinate logistics for school-wide events (event set-up, clean-up, sign-in sheets, recording attendance, communication with parents, staff and community, etc)
- Coordinate student picture day
- Plan and oversee student field trips
- Develop, distribute and collect permission slips as needed

### **Extended Day Program**

- Develop and coordinate activities for the Extended Day program
- Supervise the Extended Day staff
- Oversee communication to parents regarding the overall program and specific student issues
- Manage Extended Day Program payments

### **Student Recruitment**

- Attend community and NHPS recruitment events to recruit new students to ECMS
- Manage key recruitment information (sign-in sheets, event attendance data, family contact information, etc)
- Develop recruitment materials with direction from the Executive Director and Principal

### **Student Support**

- Support in the Reflection Space and with Removal process, as needed
- Support children at recess

### **School Support**

- Greet parents in the morning and support child transitions during drop-off and pick-up
- Cover the front desk and classrooms as needed