



**UPPER SADDLE RIVER
SCHOOL DISTRICT**

A TRADITION OF EXCELLENCE

JOB DESCRIPTION

FAMILY AND COMMUNITY ENGAGEMENT COORDINATOR (K-8)

- I Title:** Family and Community Engagement Coordinator
- II Qualifications:**
- A. Tenured Teacher in the Upper Saddle River Schools
 - B. Strong leadership skills
 - C. Excellent communication skills
 - D. The respect of colleagues and peers
- III Primary Function:** This is a teacher who is selected annually, to serve in a one-year position as a leader, representative, and liaison to the administration, the school, and the district.
- IV Reports to:** Director of Special Education
- V Major Duties and Responsibilities:**
- A. Assists with the coordination of services between the school, home, and outside therapists/interventionists.
 - B. Develops and leads after school parent education programs to provide knowledge about behavioral, mental health, social, and substance abuse issues.
 - C. Establishes and maintains partnerships with community-based and governmental organizations to support the health, wellness, and social-emotional education for students and families.
 - D. Performs other duties within the scope of his/her employment and certification as may be assigned.
- VI Terms & Conditions of Employment:** The term is a one-year, posted and appointed annually in May/June. The same person may be reappointed to the position. The Director of Special Education shall have the sole responsibility for appointment recommendations. Compensation as per the Sidebar Agreement between the Board and the USREA.