

## **FAMILY/COMMUNITY COORDINATOR**

### **Orrville City Schools - Kindergarten to 5th Grades**

#### **Job Description**

The Family/Community Coordinator will be a liaison between the community and the school. He/She will work collaboratively with the building principals and the literacy coach.

#### **Responsibilities and Duties**

- Organize literacy and family outreach events
- Connect with local preschools and Orrville Public Library
- Reach out and connect with local English Learner families and groups
- Connect with other local agencies to create a strong, mutually beneficial relationship with the community we serve.
- Work with the Literacy Coach to enhance literacy activities for students and professional development for teachers

Maintain a time and effort log of dates, hours and activities, along with detailed participation data, specific to the Comprehensive State Literacy Grant.

#### **Qualifications**

- Bachelor's Degree required. Education or Child Development majors preferred.
- Experience working with multilingual families, small children, and parents.
- Hours may vary to include some after school and evening activities; up to 20 hours per week (flexible) during the school year.
- Dual Language~ English / Spanish preferred, but not required

#### **Compensation**

Base Tutor Rate = \$23.50/hour.

This position may be filled as stand alone part-time or a supplemental stipend