



Family Engagement Coordinator Job Description

Position Summary: The Family Engagement Coordinator (FEC) is responsible for facilitating communication between parents and/or guardians and TutorSmart staff within each specific learning community. Additionally serving as an informational resource for our families and prospective families.

The Family Engagement Coordinator is responsible for coordinating, facilitating, and implementing outreach activities, special events, programs, and presentations which support family engagement and student performance. The FEC presents a positive image of TutorSmart through written and verbal communications with both internal and external stakeholders.

Reports to: Team Leader

Duties and Responsibilities:

- Consults with the leadership team to identify and remove barriers to student engagement.
- Assist with re-engaging students who have missed two or more consecutive tutoring sessions.
- Assist with the planning of outreach activities, special events, programs and presentations in order to engage students and their families within your assigned learning community.
- Assist with the planning and execution of year-end celebrations.
- Proactively identify opportunities for continuous improvement in areas of engagement.
- Serve as an informational resource to parents and staff regarding any available resources that may remove barriers to student engagement.
- Attend meetings and events to help maintain existing partnerships and develop new partnerships in the community while representing TutorSmart in a professional manner at all times.
- Assumes other related duties as assigned.

Knowledge, Skills and Abilities

- Ability to work independently and demonstrate a high level of initiative.
- Excellent interpersonal skills.
- Demonstrated written and verbal communication skills.
- Able to present information to various audiences.
- Proficiency with standard corporate software applications, including MS Word, Excel, Outlook and PowerPoint.
- Must be able to work a flexible schedule including weekends and evenings as needed.
- Must have a professional appearance and portray a positive attitude.

Qualifications: Minimum of a high school education. Prefer an associate or bachelor's degree in business administration, human resources, or relevant field. Valid driver's license in good standing and access to a reliable vehicle required. Must be able to pass a FBI/BCI background check.

Preferred candidates have a general love for kids and excellent people skills. Must have a friendly, outgoing personality and work well with others in the community. Must be very flexible, organized, detail oriented, and can coordinate multiple tasks at one time.

TutorSmart is an Equal Opportunity Employer.

Signature

Date