

39563 COORDINATOR, TITLE 1 OUTREACH AND ENGAGEMENT OPS

Apply Here:

<https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=2IE>

FAMILY AND COMMUNITY ENGAGEMENT (FACE)

Traditional 235 work days

FTE: 1.0

Salary Range: \$44,300 - \$53,856

Essential Functions and Objectives:

Supports individuals, teams and/or departments through facilitating and regulating a series of activities and work streams. Carries out specific tasks based on established procedures, to ensure a broader set of priorities and objectives are met. Primary focus on execution of assigned tasks in a specific area of responsibility, with a non-technical scope and a high degree of customer service.

Supports and implements overall engagement operation and tracking systems designs with in Family and Community Engagement (FACE), internal departments, and external partners through our customer relationship management data system. Ensures Title I support, data, reports, and engagement with the purpose of increasing academic partnerships at the home, school, and district level.

-Supports video production.

- Day to day execution: provides administrative support and assists in carrying out specific activities, such as: distribution of materials, process documentation, conducting trainings, organizes and submits reports, coordinates responses, develops procedures, and maintaining records and files.

- Assesses and troubleshoots, escalates problems and interacts with stakeholders across the district to resolve problems related to area of responsibility. Exercises discretion to make exceptions to policy.

- Documents exceptions for compliance record keeping and reporting.

- Ensures appropriate key stakeholder involvement in planning, goal-setting, and implementation to achieve buy-in of work products. Ensures purposeful, positive and professional interactions and relationships with all stakeholders.

- Identifies process inefficiencies and proposes solutions, identifies opportunities through external research on trends in resources, programs, and services and internal research with stakeholders, and supports improvement efforts in order to ensure smooth execution with appropriate participation and support across the district.

- Supports system operations to maximize outreach methods: FACE Dashboard, Salesforce, Customer relationship management (CRM) data entry management, and reports. Stakeholder engagement and management for cross collaboration between internal departments and external partnerships for CRM system.
- Departmental event support with logistics: before, during, and, after the event as needed. Train to support FACE department CRM system users; maintain manuals as needed.
- Focus on Title I reporting and data management. Specific support with outreach to Title I schools and programs. FACE Center CRM supports. General Title I supports as needed.

Knowledge, Experience & Other Qualifications:

- 2+ years of related work experience.
- One to two years of experience with family engagement.
- Experience with video production.
- At least one year experience with CRM operations (Preferably Salesforce) preferred.
- IT, Data Management, Knowledge of CRMs.
- Knowledge with Microsoft Office products including Word, Excel and Outlook.
- Effective time management and organizational skills.
- Effective communication skills.
- Strong attention to detail.
- Effectively handle multiple demands and competing deadlines.
- The ability to take responsibility for one's own performance.
- Work collaboratively with others on a team.
- High degree of integrity in handling confidential information.

Education Requirements:

- High School Diploma/GED required.

About Denver Public Schools:

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet,

charter and alternative pathways schools, with an enrollment of more than 90,000 students.

Under the leadership of Superintendent Susana Cordova and guided by the tenets of The Denver Plan, DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.