

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Community Education Parent Involvement Coordinator  
**Department:** Community Education  
**Reports to:** Directory of Community Education  
**Prepared Date:** June 11, 2004

**SUMMARY OF RESPONSIBILITIES**

Assumes administrative responsibility for the planning, coordination, implementation and evaluation of programs designed to increase parent involvement within the Anoka-Hennepin school community.

**DUTIES AND RESPONSIBILITIES**

- Develops and monitors budget for CE Parent Involvement programs.
- Supervises recordkeeping, communications and community/school partnership functions for parent involvement programs.
- Develops and implements procedures which will promote the integration of parent involvement philosophy and practices with district staff and community agencies.
- Develops opportunities to encourage the use of inclusive decision-making processes and effective communication between parents and school staff.
- Consults with district-wide planning and policy groups/committees, i.e., staff development, diversity, technology, communications, Community Education programs and services, boundary committees, levy promotion groups, etc.
- Provides administrative support for the Continuous Improvement Team, Teacher Outstanding Performance award program, District 11 Parent Group, and the Parent Legislative Team.
- Conduct training workshops, focus groups and presentations regarding effective parent involvement practices.
- Provide administrative leadership and assistance in the design and implementation of effective strategies for communication and public involvement in legislative and bond/levy efforts.
- Performs such other tasks and assumes such other responsibilities as Director of Community Education may assign.

**SUPERVISORY RESPONSIBILITIES**

Supervises the Community Education Volunteer Services Supervisor, and may direct the work of volunteers.

**EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree in education, adult education, community education or related field. Two years experience working in a related field preferred.