

Coordinator, Parent Engagement
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=255022>

Downloaded On: Apr. 2, 2025 2:25am

Posted Mar. 28, 2025, set to expire Nov. 29, 2025

Job Title	Coordinator, Parent Engagement
Department	
Institution	Austin Community College Austin, Texas
Date Posted	Mar. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Communications/Public Relations Graphic Design/Marketing
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Coordinator, Parent Engagement

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Coordinator, Parent Engagement

Job Description Summary:

To coordinate parent and family engagement services and technical assistance to the ACE 21st Century Community Learning Centers Grant partners in collaboration with ESC Region XIII, including fostering community engagement and providing other special services and activities for campuses, participants, and other stakeholders. The position is grant funded.

Job Description:

Description of Duties and Tasks

- 1) Coordinates and provides oversight for program services and technical assistance for all schools and communities in the collaboration.
- 2) Guides collaborative efforts to ensure coordination and delivery of parent involvement programs as outlined in the 21st Century grant; coordinates grant-provided activities with appropriate campus staff

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and with community resources including NPOs and CBOs, to enact grant-provided activities.

- 3) Coordinates the collaboration of parent and family engagement programs and activities to support parent and student success, including adult education services and volunteer opportunities.
- 4) Develops and delivers large and small group presentations to the ACE 21st Century community; and offers workshops to parents to promote career options and a college-going culture.
- 5) Communicates and collaborates with stakeholders to provide enhanced service delivery, program development, and customer satisfaction.
- 6) Provides training, technical assistance and expertise in serving adults and family members, including professional development, evidence-based curricula for character development and social-emotional learning, child development, customer satisfaction, and effective parenting skills which includes the development, communication, delivery and evaluation of services.
- 7) Monitors, compiles, and analyzes data for reports utilizing spreadsheet and other data analysis software (TX21st in TEAL) with improvements and modifications as needed.
- 8) Attends training sessions and conferences, as appropriate, to enhance the knowledge and skills needed for effective partnerships.
- 9) Coordinates development, communication, delivery, and evaluation services and training, using evidence-based practices, ensuring effective parent training.
- 10) Provides information on college and career readiness to elementary and secondary students, both onsite and at Austin Community College (ACC) campuses.
- 11) Develops and distributes marketing and communication materials and courses for parent and family activities and programs related to the after-school program.
- 12) Uses demographic change and employment opportunity data (US Census and Texas Workforce Center) to identify community-based services, public services, and career opportunities in the community.
- 13) Provides interventions for at-risk students using evidence-based practice for character development and wellness activities.
- 14) Works to identify new opportunities to build sustainability of ACE 21st CCLC programs.
- 15) Coordinates knowledge and resources with the Teaching and Learning Center department of the Continuing Education division of ACC regarding educational services and program support.
- 16) May oversee the work of others.

Knowledge

- * Working with multiple partners and flexible schedules.
- * Program coordination and oversight methodologies.
- * Academic policies and procedures.
- * Diverse cultures and economic backgrounds.
- * Parent and family engagement programs and activities.

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- * Basic adult literacy, child development, and effective parenting techniques.
- * Community-based organizations, support agencies, services, and resources.
- * Event planning practices.
- * Community relationship development practices.

Skills

- * Effectively develop and make written and verbal presentations to individuals and groups.
- * Effective program management and coordination.
- * Effectively maintain emotional control in stressful situations.
- * Maintaining a flexible work schedule, including mornings and afternoons (before and after school hours), and some evenings and/or weekends.
- * Working with frequent interruptions.
- * Effectively using interpersonal and communications skills, including tact and diplomacy.
- * Effectively using organizational skills, including tracking program elements, follow-up, and attention to detail.
- * Maintaining confidentiality of work-related information and materials.
- * Establishing and maintaining effective working relationships.

Technology Skills

- * Use a variety of spreadsheet, word processing, database, and presentation software.
- * May also use social media, work with desktop publishing, and update webpages.

Required Work Experience

- * Two years related work experience.

Required Education

- * Bachelor's degree.

Special Requirements

- * Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

Other Preferred Qualifications

- * Bilingual English/Spanish.
- * Work is performed in a standard office or similar environment.
- * Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- * Occasional lifting of objects up to 10 pounds.



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Salary Range

\$51,822 - \$64,777

Number of Openings:

1

Job Posting Close Date:

April 7, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Northridge-Campus/Coordinator--Parent-Engagement_R-7095



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Austin Community College

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