Position Title: Family Engagement Coordinator
FLSA Classification: Non-Exempt
Reports to: Executive Director

Compensation:

$25+/hour depending on experience, plus a separate $2,000 annual stipend (paid quarterly at $500) in recognition of the added linguistic and family engagement responsibilities.

Position Purpose:

To provide linguistic support that facilitates clear communication and deepens understanding among students, teaching teams, families, and administration, fostering authentic relationships and a sense of belonging for all families within the Timberline Learning Center school community.

Core Responsibilities

Classroom Support & Learning Environment

- Provide linguistic support to students and teaching teams within the classroom setting
- Help children who are dual language learners understand and participate in daily routines, provocations, and activities
- Support teaching teams in communicating effectively with children across home languages
- Assist with diaper changes/toileting, nap time routines, and meals alongside classroom staff as needed
- Help create safe, nurturing, and inclusive classroom environments that honor children's home languages and cultures
- Prepare materials and environments that respond to children's interests, developmental needs, and language backgrounds

Family & Community Engagement

- Provide interpretation and translation support for families during daily arrival and dismissal
- Staff the front desk during peak arrival and dismissal hours to welcome families and facilitate communication
- Build authentic, supportive relationships with children, families, and colleagues across language and cultural backgrounds
- Foster a sense of connection and belonging for families throughout their experience at TLC
- Serve as a communication bridge between families and teaching teams, sharing observations and addressing questions or concerns

Meetings & Administrative Support

- Provide linguistic support during parent-teacher conferences, enrollment meetings, and other family meetings
- Support the Executive Director and administrative team during meetings with families who need language assistance
- Assist with translation of written communications, forms, and family-facing materials as needed
- Help ensure families fully understand program policies, classroom agreements, and learning experiences

Collaboration & Communication

- Engage in daily communication with teaching teams to share observations and family updates
- Build authentic, supportive partnerships with children, families, and colleagues
- Participate in reflective practice and collaborative professional learning
- Sets professional learning goals and works collaboratively with the Instructional Coach and Mentors
- Contribute positively to a respectful, inclusive workplace culture

Qualifications:

- Bilingual proficiency (speaking, reading, and writing) in English and the relevant target language(s)
- Minimum one year of experience working with children ages 0-6 and/or in a family- or community-facing role
- Full-time, year-round availability
- Stable housing in Summit County or surrounding areas
- Ability to pass a comprehensive background check (fingerprinting and child abuse registry)
- Growth mindset with commitment to ongoing professional development
- Strong communication skills (oral, written, and digital) in English and the relevant target language(s)
- Demonstrated flexibility, cultural competency, problem-solving abilities, and organizational skills

Preferred:

- Coursework in Early Childhood Education, Bilingual Education, or a related field
- Formal interpretation and/or translation training or certification
- Colorado Shines PDIS Level 2 Credential or above
- Current CPR and First Aid certification (or willingness to obtain within 30 days)
- Associate's degree or higher in education, linguistics, or a related field
- Familiarity with the Reggio Emilia Approach, Project Approach, or play-based learning philosophies
- Experience supporting multilingual families

Professional Development & Compliance

First-Year Requirements:

- Achieve Colorado Shines Level 2 Credential minimum and PDIS infant/toddler training
- Complete ECE 1011 and ECE 1031 coursework
- Develop working knowledge of Reggio Emilia principles and how they inform family engagement practice

Ongoing Expectations:

- Attend orientation and training sessions
- Complete 1 hour of annual volunteer work for TLC fundraising events
- Maintain compliance with all state licensing standards (DHHS, Public Health, Environmental Health, Fire, Police)
- Immediately report any safety concerns or facility damage to supervisors
- Adhere to all TLC Employee Handbook policies and procedures
- Fulfill essential expectations and responsibilities of role
- *Additional duties as directed*

Physical Requirements:

- Lift and carry up to 45 lbs occasionally (supplies, equipment, assisting children)
- Regularly sit, kneel, and work at floor level or on child-sized furniture
- Stand and move throughout the front desk, classrooms, and common areas, particularly during arrival and dismissal
- Actively supervise and support children throughout all facility areas (classrooms, playgrounds, common spaces)
- Work indoors in climate-controlled settings and outdoors in variable weather conditions
- Potential exposure to common childhood illnesses