



## OVERVIEW OF KITE

Key Initiatives to Early Education (KITE) is an early childhood collaborative whose mission is to ensure that Enfield's children are healthy, safe and happy; live in thriving families; and are ready to learn the skills they need to succeed in school and flourish in the 21<sup>st</sup> century. KITE oversees the work of the Enfield Early Childhood Community Plan, a comprehensive plan to achieve results for all of Enfield's children from birth through grade 3. KITE will:

1. Develop the infrastructure for a thriving community to ensure all families with young children are empowered to access quality and equitable early care and educational opportunities.
2. Foster communication, share expertise and connect resources among our stakeholders to support early childhood initiatives including: Health, Family Engagement and Support, and Early Care and Education.

## POSITION SUMMARY

Title:	Parent Engagement Coordinator
Reports to:	KITE Coordinator
Worksite:	Stowe Early Learning Center
Schedule/Compensation:	As needed/\$17 per hour, not to exceed \$7,000 in the July-June fiscal year
Start Date:	ongoing

The goal for the Parent Engagement Coordinator is to support KITE's mission by developing relationships with parents in Enfield and empowering families to come together and advocate for the needs of Enfield's children.

## STRATEGIES TO ACHIEVE THE GOAL:

- ❖ Have a broad understanding of the goals, strategies and tactics of the Enfield Early Childhood plan.
- ❖ Coordinate and facilitate a family engagement committee at the Stowe Early Learning Center to identify strategies and actions that connect families to their children's education.
- ❖ Meet with parents to discuss the types of programming they feel would benefit Enfield's families and be in line with Enfield's Childhood Community Plan.
- ❖ Coordinate and facilitate programming, with support of other parents.
- ❖ Engage families in advocating for issues that impact them.
- ❖ Oversee the work of Parent Engagement Coordinators working in the various cultural communities within Enfield.

*This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At the Collaborative's discretion, the employee may be assigned different or additional duties from time to time.*