**Part-Time/Temporary - Family and Community Engagement Specialist (ESSA Title III)**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Coordinator of Multilingual Education

**Dept/Campus:** Instructional Services

**Wage/Hour Status:** $20-25/hr

**PRIMARY PURPOSE:**

The purpose of this part-time, temporary position is to promote and advance participation in educational and community-wide programs and services with students, staff, teachers, parents, and community members for the purpose of providing and/or conveying information and other services required for family literacy and parent outreach for families of English learners and immigrant students. Use a planning process to define needs and priorities of the population served. Funded by ESSA Title III, with the primary purpose of providing a proactive, developmental program for English learners and immigrant students and their families to maximize personal growth and development.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s Degree

Teacher Certification preferred

**Special Knowledge/Skills:**

Bilingual and biliterate Spanish/English required

Knowledge of community resources and principles of a community services program

Knowledge of federal, state, and local laws and regulations pertaining to Title III engagement

Ability to work flexible, nontraditional hours including after school, evening and Saturdays

Excellent organizational, communication, and interpersonal skills

Ability to plan and manage activities

Ability to work with a diverse group of individuals and/or groups

Problem solving ability is required to identify issues and create action plans

Maintain a calm and patient demeanor

**Experience:**

Job related experience is required

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Attend events which involve immigrant parents and parents of English learners, such as math nights, concerts, informational meetings, festivals, dances, etc. to convey and/or gather information used to develop and facilitate a series of family and parent training sessions/programs to increase family and parental engagement of ELs parent literacy and outreach efforts, including events that support the school, parents, and community, to showcase students’ talents and abilities, and celebrate the diversity of the community.
2. Confer with teachers, parents and/or appropriate community agency personnel to determine needs and create an action plan after determining needs and priorities of the population served.
3. Meet with teachers to identify areas of need and develop home activities to share with parents or caregivers.
4. Communicate effectively with principals, community/parent liaisons and other district staff concerning family, parent and community engagement of parents of ELs. Collaborate with principals and district leadership to facilitate implementation of parent communication campaigns and parent events promoting student achievement and parent engagement.
5. Utilize district data to collaborate and coordinate parental instructional plans to support student achievement at elementary and secondary schools. Identify at-risk students. Provide support and referrals to ensure student progress and ongoing involvement of family members in the educational process.
6. Maintain a variety of confidential and non-confidential manual and electronic lists and records for documentation of all coordinated and/or facilitated events and activities related to Title III functions and collect parental engagement data for Title III, (e.g. activity logs, phone logs, community resources, Parent Resource Library, etc.) for the purpose of documenting activities, providing up-to-date reference and audit trail and/or ensuring the availability of items for loan.
7. Maintain ongoing supportive relationships (via web page, phone calls, emails, postcards, newsletters, etc.) with families of the school to ensure delivery of quality services.
8. Participate in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required.
9. Prepare a variety of documents, reports and written materials (e.g. registrations, homeless lists, activity logs, phone logs, etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.
10. Use an effective referral process to help students and others use special programs and services.
11. Maintain appropriate records to include documentation of all coordinated and/or facilitated events and activities related to Title III functions and collect engagement data for Title III.
12. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
13. Present a positive role model that supports the mission of the school district.
14. Maintain a positive and effective relationship with supervisors.
15. Comply with all district and local campus routines and regulations.
16. Enforce district and school policies for the purpose of maintaining safe and secure district facilities.
17. Assess and respond to needs related to job responsibilities.
18. Demonstrate behavior that is professional, ethical, and responsible.
19. Maintain strict confidentiality.
20. All federally funded positions must comply with time and effort reporting requirements through personnel activity reports or periodic certification, as appropriate.

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate (verbally and written); ability to instruct; maintain control under stress; ability to manage others in a non-coercive manner; maintain a clear focus on customer service

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties may also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs.occasional district-wide and statewide travel;

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee Date

Supervisor Date