



JOB DESCRIPTION

Family Outreach Specialist

GENERAL INFORMATION

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| Title: | Family Outreach Specialist | Union Status: | Exempt |
| Department: | Multilingual Programs | Work Year: | 260 Day |
| Location: | ESC | Reports To: | Director of Preschool Programming & Multilingual Asst Supt |
| ISBE Classification/Code: | Administrator/EIS Code 107 | Evaluation: | Annually by the Asst Supt of Multilingual Programs |
| FLSA Status: | Exempt | Supervisory Responsibilities: | N/A |

GENERAL RESPONSIBILITIES: The Family Outreach Specialist will work collaboratively with families, education staff and community partners to ensure that the program meets the needs of the whole child and supports parents/guardians in addressing family needs (including mental health, medical, dental, and developmental milestones) and working with families to set and achieve ambitious family goals.

ESSENTIAL FUNCTIONS:

Eligibility and Recruitment

- Support program efforts, spend time in the community, and conduct outreach to identify and recruit the most at-risk children in the community.
- Educate families about the importance of early learning programs and support families in completing the enrollment process.
- Educate families about benefits and importance of regular attendance and connect families to resources as appropriate.
- Identify and develop potential partnerships with community entities with access to priority populations.

Comprehensive Services

- Assess family needs and identify parent/guardian goals for family. Refer families to community resources to support comprehensive needs.
- Maintain clear, written case notes that document family needs and goals, resources provided to address those needs/goals and family progress.
- Coordinate family meetings and workshops to educate families in the areas of child health, mental health, foundational school readiness skills, and child development.
- Assist families in establishing a medical and dental home for their children to ensure access to consistent healthcare; support referrals to mental health resources as appropriate.
- Coordinate and conduct home visits as needed to support home-school connection, address attendance concerns and provide family supports.
- Support program in seeking out and enrolling children with special needs, including empowering families as advocates for their children.

Parent Engagement and Education

- Collaborate with teachers and instructional leaders to engage families in the classroom and school/site, including meaningful volunteer opportunities. Ensure that the program maintains a welcoming environment for parents and caregivers.
- Engage families in a Parent Advisory Council inclusive of a diverse range of family perspectives and other leadership opportunities.
- Lead development and implementation of family education opportunities including connecting to local collaborations and community partners. Solicit family input on education offerings.
- Support communication with families in their home language, when possible, or facilitate translation so staff can communicate with all families.



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- Support kindergarten transition activities for families.

Some evenings and weekend events are required. Home visits are also conducted as part of the services provided to families.

Other Duties as Assigned

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

- Deep knowledge of Preschool standards
- Familiar with special education programs and services
- Demonstrated skills in facilitation, conflict resolution, and adult learning
- Demonstrated skills in data gathering and analysis, project planning, and evaluation
- Ability to make appropriate data based decisions
- Excellent oral, written, and public speaking communication skills
- Ability to use word processing and spreadsheets
- High level of interpersonal skills
- Ability to promote and follow Board of Education policies, District policies, building and department procedures
- Experience with linguistically-diverse learners required
- Proven track record working collaboratively
- Commitment to supporting at-risk families and capacity to deliver comprehensive family engagement supports and services.

EDUCATION, CREDENTIALS and/or EXPERIENCE:

- Illinois PEL with Early Childhood and bilingual endorsements preferred
- Early Childhood/Preschool, social work, or related field experience required
- High level of Spanish proficiency required

Physical Demands and Work Environment:

While performing job duties, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is regularly required to reach with hands and arms. The employee is regularly required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee regularly types using a keyboard. Within the work environment, the employee is exposed to a computer screen and regularly works within an office environment. The employee occasionally works evenings and/or weekends. The employee is occasionally exposed to outdoor weather conditions and regularly works with the use of a personal vehicle. The employee will have contact with the public, which requires appropriate demeanor and apparel. The noise level in the work environment is typically moderate.

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reviewed/Revised:

December 2023

- *The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and*



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*responsibilities change with the business necessity and School Board Policy and procedures.
Essential and marginal job functions are subject to modification.*