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Employee Job Description

Job Title: Family Engagement Facilitator

Job Summary:

The Family Engagement Facilitator is responsible for strengthening relationships between families, schools, and the community. This role supports increased parent engagement, assists with program implementation, and helps connect families to resources and services. The facilitator promotes positive communication and collaborates between home and school to support student success.

Essential Functions (may include, but not limited to):

1. Organize and facilitate the building-level Title I Parent Advisory Council and serve as its key resource and point of contact.
2. Assist with student enrollment and onboarding processes to ensure families are welcomed and supported.
3. Support the implementation of Title I programs by assisting with parent communication, documentation, and related activities.
4. Coordinate parent involvement events, workshops, and activities that promote family engagement and student achievement.
5. Recruit and encourage parents to participate in workshops focused on improving parent-child communication and family support.
6. Promote positive self-concept and empowerment among students and families.
7. Refer families to appropriate community agencies and services based on identified needs and maintain relationships with those agencies.
8. Make phone calls and schedule meetings with families to address school-related concerns and support proactive communication.
9. Maintain up-to-date records and files related to students and parents participating in family engagement programs.
10. Attend staff development sessions, trainings, and meetings to stay informed on best practices in family and community engagement.
11. Participate in monthly district or city-wide meetings to foster broader community involvement and collaboration.
12. Provide information and support to families about available school and community resources, including educational programs and social services.
13. Build strong, respectful, and supportive relationships with students, families, staff, and community partners.
14. Perform other related duties and special projects as assigned.

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Family Engagement Facilitator

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The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

Qualifications:

Education:

Associates degree or equivalent years of experience in family engagement or community support role required.

Experience:

Minimum of one year of experience in family engagement or community support required.

Previous experience working with children and parents in the home/school setting preferred.

Skills:

Reliable transportation required. Ability to maintain confidentiality required. Ability to develop and implement community-based programs. Interest in assisting families. Demonstrated record of good attendance and punctuality. Demonstrated strong communication and interpersonal skills. Demonstrated ability to speak clearly and concisely both in oral and written communication.

Other requirements:

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete a criminal background check, including national and local clearance.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Job Considerations:

Salary Schedule: \$20.00 per hour, 7 hours per day, 183 days per year, no benefits

Immediate Supervisor: Building Principal

Date: 2/19/2026

TM: tvs