

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Family Engagement Assistant	
<i>Supervisor:</i> Project Coordinator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 months	<i>Grade:</i> 7

Job Summary

The Family Engagement Assistant works with families, students, schools and community organizations to establish increased student and family connections with the District, schools, teachers and specialized program supports. In conjunction with and, with the support of the department/program team, principals, and community organizations, this position identifies and addresses barriers to family engagement. Develops specific family engagement opportunities to meet the needs of families/students eligible for specific programs (e.g., McKinney-Vento Homeless Children and Youth, Foster Care, etc.). Performs a variety of intermediate clerical, financial, and secretarial tasks in support of program coordination including documentation required for grant management.

Essential Job Functions

Monitors and addresses daily transportation needs of students to ensure school participation within the scope of the project or program.

Provides support to project-eligible families and students by connecting them directly to school events and activities.

Provides targeted engagement with, and assistance to, project-eligible secondary students to identify extracurricular school activities in which they would like to participate.

Plan, implement, and evaluate family engagement meetings and activities with guidance from the project coordinator.

Attends training as necessary to understand overall program goals.

In coordination with the project-lead, analyzes data and local information to identify student and family needs.

Organizes and maintains required files and records, including confidential materials.

Answers and directs in-person and telephone inquiries; assists as a project representative and subject matter expert regarding program procedures and processes.

Establishes positive, supportive relationships as well as boundaries with high-risk students and their families

Implements social-emotional learning ("SEL") support strategies as adopted by the District, school, or classroom.

Assists in working with community partners and families to identify resources for families in the community

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment, including computer, printer, copy machine, and fax machine.

Independent Decisions

Ability to share timely and accurate information to students and families in support of increased school attendance and engagement.

Primary Working Contacts

Daily collaborative work with project team members, project-eligible students and families; frequent contact with Student Support Services Department staff, administrators, school counselors, social services managers, community social support agencies, District and school staff.

Responsibility for Cash, Equipment, Safety

District-issued laptop computer.

Supervision Received and Exercised

Supervised by the project lead. Guidance is received from the Executive Director of Student Support Services. No supervision exercised.

Unusual Working Conditions

Must be able to travel to school and community agency locations. May be required to occasionally work evening and weekend hours.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, presenting to staff, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Minimum of an associate's degree or at least 48 college credits.
1. One (1) year of experience working with at-risk students in an educational, social service, or family support service setting.
2. Possess an understanding and respect for diverse cultures, ethnicities, languages and lifestyles.
3. Experience working in confidential settings and maintaining confidentiality of records.
4. Knowledge of strategies for positive interpersonal communication.
5. Successful experience planning and facilitating interactive presentations.
6. Ability to adapt to meet the needs of the students and families in the program.
7. Must have excellent collaboration skills.
8. Strong and effective oral and written communication skills.
9. Ability to use Google Suite and Office Suite computer programs for correspondence, data tracking, reporting and presentations.
10. Must be able to travel to various schools and offices within the Fairbanks North Star Borough. While driving on district business, must hold a valid driver's license, current vehicle insurance and registration.

The following are preferred:

1. Three (3) years of experience working with at-risk students in an educational, social service, or family support service setting.
2. Knowledge of school and community resources.
3. Knowledge of federal programs, related state regulations, and needs related to grant funded programs.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.