



# Job Description

<b>Position Title:</b>	Family and Community Engagement Specialist
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<b>Function:</b>	Family & Community Services
<b>Family:</b>	Family & Community Support
<b>Reports to:</b>	Campus Principal

<b>Terms of Employment:</b>					
<b>Pay Grade:</b>	E09	<b>Minimum Salary: *</b>	\$38,866	<b>Mid-Point Salary:</b>	\$45,731
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the <a href="#">Compensation Resource Manual</a> . Annualized pay may be pro-rated based on actual start date.					
<b>Minimum Work Days:</b>	190	<b>Type of Assignment:</b>	Full-Time; Exempt	<b>Contract Type:</b>	Non-Chapter 21
<b>Funding Source:</b>	This position is locally funded.				

## Job Scope

Uses significant independent judgment and familiarity of the field to perform work. May be responsible for administration of various moderate and high complexity departmental programs and may be the lead of a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

## Position Summary

The Family and Community Engagement Specialist plays a critical role in coordinating and managing SAISD’s relationship with families and the community. The position is responsible for working with principals to recruit and engage parents into the family and community engagement programs to provide services and resources and to engage service providers and deepen engagement with their parents and the community. This position works independently under limited supervision of the principal with some demand for independent judgement and action. This position also supports student achievement by:

- Providing families and students with information on programs and services available to them,
- Customizing programs to meet campus needs in welcoming families and the community to engage with SAISD schools,
- Developing marketing/messaging activities, utilizing advocacy and decision-making to recruit and increase parental participation,
- Referring families to other departments or community agencies for needed resources, and
- Fostering an ongoing partnership between home, school, and community.

## Essential Functions / Key Responsibilities

1. Responsible for increasing the active participation of families in various family and community engagement activities by implementing recruitment and retention opportunities. Works with Principal to identify areas of opportunity. Tracks participation, challenges, and successes to assist campuses in maximizing student achievement, recruitment, retention, including enrollment.



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2. Serve as a liaison between families and principal/teachers and informational resources available to support families, staff and others concerning school programs, services, enrollment, attendance issues and other critical matters. Establishes and maintains partnerships with community agencies to facilitate and enhance family and community engagement services.
3. Responsible for designing and implementing various family involvement programs and services. Meet regularly with parents and other supportive adults to identify needs and areas of interest. Organize and coordinate regular partner/community meetings addressing the needs and interests of importance to parents and families.
4. Recruit parents and family members to participate. Create and distribute marketing materials to promote programs and educate the community, as necessary. Schedule, coordinate, and facilitate parent meetings that provide families with information regarding participation under Title I, Part A and to explain Title I, Part A to include parent educational meetings.
5. Collect data on family activities and community programs to see their effectiveness and report on results as appropriate. Maintain required documents per policy and administrative procedures.
6. Maintain auditable documentation related to school and family programs, meetings, and other activities to ensure compliance with both federal regulations and family engagement department requirements.
7. Identify, engage, and deepen relationships with the school community to provide services to students and parents to enhance student performance. Identify community partners to present at parent meetings and participates in community events. Serves as the point of contact for parents and families. Encourage family participation in various school and district community programs and services. Customize campus parent and family programming to meet the needs of the students and families that may include events such as family workshops, Principal Coffees, block walking, PTA/PTO meetings, CLT meetings, Parent Portal, school newsletters, school calendars, campus event flyers and notifications, etc.
8. Respond to inquiries and provides information concerning family and community engagement activities, policies, and procedures.
9. Utilize existing and develop new communication tools between teachers, staff, and parents/families. Ensure that limited or non-English speaking families receive translated materials to ensure that all families have an opportunity to participate in school activities.
10. Arrange to have interpretation services available for family engagement events and activities as needed.
11. Coordinate the recruitment and registration process of campus volunteers.
12. Collaborate with campus attendance teams and committees to conduct and document home visits with families of students with academic and attendance concerns as needed.
13. Contribute to the preparation of the annual evaluation of the family involvement program.
14. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

### **Minimum Requirements**

- Bachelor's degree from an accredited college or university or 4 years equivalent experience.
- 2+ years working in a family support setting, community outreach, or customer service experience.



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- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

### Preferred Requirements

- 5+ years of directly related experience.

### Knowledge, Skills & Abilities

- Demonstrated knowledge of general principles, practices and techniques of family and community engagement that increase parental involvement and directly impact student achievement
- Demonstrated ability to establish and maintain positive working relationships with students, families, district personnel, business partners, and community
- Demonstrated ability to communicate and connect with a variety of stakeholders – parents, staff, and community partners
- Demonstrated excellent organization and time management skills with verifiable experience in maintaining accurate records and meeting deadline.
- Demonstrated competence in problem solving, independent and critical thinking and conflict resolution with students, families, community members and district staff
- Demonstrated interpersonal skills and the ability to work successfully with families of district students, the community at large, as well as all levels of district employees in a collaborative manner
- Demonstrated ability to work nontraditional hours including after school, evenings, and Saturdays
- Demonstrated leadership ability and the ability to work successfully in a team environment
- Demonstrated ability to maintain strict confidentiality
- Participates in all district and campus professional development programs that improve job-related skills and developed for their job assignment.
- Meets all indicators of success and rubrics/metrics related to the position.
- Experience in creating and submitting accurate reports utilizing software systems (i.e.: Microsoft Word, Excel, PowerPoint, Microsoft 365, etc.) using a desktop

### Working Conditions

#### Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

#### Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

### Supervisory Responsibilities / Direct Reports

- None



## Job Description

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: ..... Date: .....