



STILLWATER AREA PUBLIC SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: <i>Family and Community Engagement Specialist</i>	Department / Building: <i>Teaching and Learning/ Oak Park</i>
Reports to: <i>Assistant Superintendent</i>	FLSA Status: <i>Non-Exempt</i>
Band/Grade/Subgrade: <i>A13</i>	Bargaining/Work Unit: <i>Technical Support</i>
Position Last Updated: 4/2025	Next Position Description Update: 4/2028

SECTION II: JOB SUMMARY

Promote academic growth and success. Nurture relationships between families and school staff and to serve as a cultural resource between families, school staff and the community. Support students and families in navigating our school systems to support home learning environments. Expand access to postsecondary information and pathways.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Family and Community Support
Percent of Time:	95%	

Tasks involved in fulfilling the above duty/responsibility:

- Develop trusting relationships with families, staff, and community partners.
- Assist families with registration and making connections with school and community resources.
- Maintain a visible presence in the office at the beginning and end of each school day.
- Assist in the resolution of misunderstandings and conflicts that arise between students, parents, and staff who are from diverse backgrounds.
- Facilitate effective communication with families around students' academic and emotional needs.
- Participate in conferences, parent education, early childhood screenings, and IEP meetings.
- Act as a resource for district staff on topics regarding Native American culture as well as community resources.
- Provide assistance to new families and students as they enroll in school and other activities that support them in fully participating in the school community.
- Adjust the workday to meet the unique requirements of the position.
- Assist in advising the Native American Student Alliance (NASA) at Stillwater Area High School.
- Assisting in recruiting, building, and nurturing the Native American Parent Advisory Committee (NAPAC).
- Other duties as assigned by the supervisor.

Duty/Responsibility No:	2	Statement of duty/responsibility: Special Projects as Assigned
Percent of Time:	5%	

Tasks involved in fulfilling the above duty/responsibility:

- Coordinates, organizes, and completes various special projects.
- Performs other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Experience building relationships with and supporting parents across cultures
- Knowledge of and comfort sharing Native American culture
- Ability to work in a team environment, take work direction from and collaborate with a broad range of district employees and teams
- Ability to maintain confidentiality and establish boundaries in working with students and families
- Computer and technology skills; proficiency in Word, Google Docs, and ability to learn new platforms
- Ability to travel to different locations within the Stillwater community

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Minimum High School degree or GED equivalent.
- Bachelor's degree in education, Social Work, Multicultural Studies, Counseling or related field preferred.

SECTION VI: EXPERIENCE REQUIREMENTS

- Two years' experience working with families across cultures, preferably in a school setting.
- Experience in a K-12 school district setting is desirable, **Note:** Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the district's established Values and Community Commitments.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	O	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	O	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	O		
Talking in person/on the phone	F	Up to 75 pounds	N	Toxic chemicals	O
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	O
Hearing	F	More than 100 pounds	N	Electrical shock risk	O
Feeling, grasping, finger dexterity	C	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	N	Fumes	O
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	O
Crouching, crawling, kneeling, squatting	O			Extreme heat (non-weather)	O
Stretching/reaching with hands & arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions	O
				Sight	
Distinguishing smell	N	Very loud noise (i.e. jack hammer, front row rock concert)	O	Vision for close work/ability to adjust focus	O
Distinguishing temperature	N			Looking at computer monitor	F
Traveling by automobile	O			Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	F