

FAMILY AND COMMUNITY ENGAGEMENT SPECIALIST

DEFINITION

Facilitates and supervises the development, implementation, and evaluation of family and community engagement programs, including Title I family engagement, for the Office of Student, Family, and Community Services.

TYPICAL DUTIES

- Collaborates with administrators at school sites, regions, and central offices to plan, conduct, and evaluate family and community engagement trainings and workshops for families of Title I students.
- Coordinates with regional Family and Community Engagement (FACE) teams to plan, develop, and implement monthly course catalogs and education offerings for families.
- Develops and manages collaborative partnerships with community organizations and agencies to integrate external resources into education offerings for Title I families.
- Identifies and selects content utilized for family engagement programs; and guides internal and external presenters in adapting their content as needed.
- Develops strategies for planning, conducting, and evaluating professional development for Student, Family, and Community Services staff and region FACE administrators, coaches, and facilitators.
- Creates presentations, training materials, resources, webinars, and flyers used to support family engagement programs.
- Provides guidance and resources to District staff regarding parent engagement laws, policies, practices and strategies.
- Supervises the development of the Parent and Family Center Resource Guide for use by Parent and Family Center staff.
- Develops evaluations, surveys, and focus group protocols.
- Oversees the collection and organization of data related to the implementation of various Title I initiatives and the improvement of Title I programs.
- Analyzes and interprets feedback and data trends to determine family training needs and coordinates with FACE administrators to address those needs.
- Utilizes various communication systems for parent outreach and assists regional FACE teams with organizing targeted outreach strategies.
- Supervises assigned staff involved in family and community engagement initiatives.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Family and Community Engagement Specialist assists staff with developing, implementing, and evaluating family and community engagement programs for families of Title I students.

A Senior Parent Community Facilitator assists an administrator or a program team by providing District-wide training and guidance to administrators, parents, community, Parent Community Facilitators, and students where appropriate regarding State and federal policies and election procedures of the parent/community programs.

SUPERVISION

General supervision is received from an administrator in the Office of Student, Family, and Community Engagement. Supervision is exercised over lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

- Pertinent federal, State, and local policies, rules, and regulations
- Pertinent District policies, procedures, and instructional programs
- Fundamental principles and accepted practices, current trends, literature, and research in the field of parent involvement
- Methods of developing training courses, workshops, and webinars
- Principles and practices of effective supervision
- Correct spelling, punctuation, and grammar
- Communication systems
- Computer software including Word, Power Point, Excel, and desktop publishing.
- Microsoft Windows Operating Systems

Ability to:

- Understand, interpret, apply, and explain rules, policies, and regulations
- Oversee multiple projects while working effectively under pressure
- Research, analyze, compile, and verify data
- Conduct meetings and make oral presentations
- Communicate effectively both orally and in writing
- Establish and maintain effective and harmonious working relationships with other employees, officials of the District and other agencies, and the public
- Work in collaboration with administrators, teachers, parents, and students from all racial, ethnic, and socio-economic groups
- Operate standard office equipment, computers, and related software application programs.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in, education, social services, communications, public administration, business administration or a closely related field. A master's degree in one of the aforementioned areas is preferable.

Experience:

Three years of experience developing, coordinating, and implementing staff development programs, preferably pertaining to family or community engagement.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

Employees in this class are required to work flexible hours including evenings and weekends.
Travel to locations throughout the District may be required.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
06-15-23
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