



David Douglas School District #40 Classified - Job Description

FAMILY ENGAGEMENT SPECIALIST

Schedule: 8 hours per day / 10 months per year / About 194 Days per Year
Class: 18

POSITION PURPOSE

The Family Engagement Specialist encourages and supports effective family participation and engagement in our schools. The Specialist supports partnerships among the schools, parents, and the community to improve student achievement and success. The Specialist provides leadership and training opportunities for our families to build their capacity to engage in their students' academic learning. The Specialist encourages families to be actively involved and engaging partners in their child's education at our schools. The Specialist serves as a conduit to ensure families have all the necessary information to make well-informed decisions for their children.

NATURE AND SCOPE OF RESPONSIBILITIES

- Conducts outreach to engage families in their children's education and maintain open lines of communication with families
- Builds relationships and makes connections with district families that support ongoing involvement in school activities
- Conduct periodic home visits in a safe manner
- Serve as facilitator for families and school community concerns and issues
- Foster an attitude of cooperation and positive support with all schools and families
- Support and connect families with school community partners and other local organizations
- Supports the Family & Community Partnership Coordinator in the following family engagement initiatives:
 - Provides assistance to schools on the fostering of a family-friendly school climate
 - Provides assistance with parent and family participation in school activities and student-related events
 - Provides assistance with parent and family advocacy in student/school-related matters
 - Provides assistance with and communicates District and school information to parents and families
 - Provides assistance in the planning and implementation of cultural activities with District and/or school teams/parent organizations
 - Provides assistance with volunteer involvement as it relates to the school/programs
 - Provides assistance with planning and hosting District Community Forums
- Networks and Collaborates with other District-level and school-level administrators to coordinate family engagement and partnership work
- Coordinates family and community engagement activities (i.e., workshops, family university, college visitations, etc.) that promote functioning and lasting relationships within the school district and the David Douglas community
- Flexible Work Week Schedule in order to attend district parent-teacher conferences, parent communication days, participate and coordinate various afterschool, evening, and weekend family and community events
- Participates in assigned/appointed meetings and committees which may include evenings or weekends
- Attends professional learning activities offered, or as requested by supervisor
- Maintains files, documents, and data related to family and responds to inquiries
- Coordinate and/or serve as an interpreter and translate documents as needed
- Lead and guide activities and decisions with a racial and cultural equity mindset and lens
- Performs public relations and clerical duties/secretarial as needed
- Performs other duties as assigned

QUALIFICATIONS

- Previous experience working with Black/African-American families and communities OR Asian-American and Pacific Islander families and communities preferred
- Minimum two years of college experience or equivalent required
- Bachelor's Degree in a related educational/social work/counseling field preferred
- Previous experience working with public schools preferred
- Knowledge of English usage, spelling, mathematics, and basic understanding of subjects and conditions in which the specialist may be asked to communicate
- Preferred but not required Bilingual Language Skills – proficiency in English and one of the District's top native languages (Spanish, Russian, Vietnamese, Chinese, or Somali)
- Accurate use of a computer word processing program, as well as office machines and audio-visual equipment as needed
- Knowledge of District and school policies, procedures, and operations
- Ability to relate well to families and community partners and their requests for assistance
- Ability to work proactively and positively with individuals and groups
- Ability to speak appropriately and effectively in public
- Ability to write clearly in English
- Ability to work flextime as needed (evenings and weekend events)
- Ability to plan and organize materials and events
- Ability to follow oral and written directions; to maintain the confidentiality of sensitive and confidential information
- Ability to work harmoniously with others and to communicate effectively (both verbally and in writing) with district personnel
- Requires possession of a valid Oregon state driver's license
- Must have reliable transportation to travel to and from all District/school facilities

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with frequent lifting of up to 10 pounds and occasional lifting of up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings. Frequent standing, walking, sitting, and bending. Exposure to noise and activity in a school setting. Exposure to outdoor weather conditions.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multicultural preferred. Bi-Lingual candidate preferred.