

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### FAMILY AND COMMUNITY OUTREACH WORKER

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge and use of office technology as related to specific job functions and general office procedures.

#### SUPERVISION

**REPORTS TO** Assigned District or School Administrator  
**SUPERVISES** No Supervisory Duties

#### POSITION GOAL

*To assist in parent and community involvement activities.*

#### PERFORMANCE RESPONSIBILITIES

1. \*Collaborate with parents and family members to encourage regular engagement in school activities and ongoing school-to-home connections.
2. \*Work cooperatively with parents and school or District level personnel to plan and implement parental involvement activities.
3. \*Maintain and utilize information on local health and social services and serve as a liaison between home, school, and community to assist in obtaining these services.
4. \*Attend agency workshops or sessions to keep abreast of procedures and trends.
5. \*Keep daily log of parent and family interactions, including day/time, student/family member name, and top of communications.
6. \*Interact with parents and family members in a professional manner that promotes positive communication.
7. Perform other duties as assigned by the supervisor.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Standard Office Equipment

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## PHYSICAL REQUIREMENTS

**Light Work** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.

## WORKING CONDITIONS

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

## TERMS OF EMPLOYMENT

### PAY GRADE

District Salary Schedule  
**C-B1** \$20,138 - \$35,761  
M-11 D-223 H-1672.5  
**C-B** \$23,301 - \$41,374  
M-12 D-258 H-1935  
**C-B2** \$17,698 - \$31,430  
M-10 D-196 H-1470

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 16  
EEO-5 Line 51  
Function 6300  
Survey Code 63099  
Job Code (11 mo) 1651  
Job Code (12 mo) 1653  
Job Code (10 mo) 1651T

### FLSA

Applicable  
 Not applicable

### BOARD APPROVED

December 5, 2017  
April 14, 1998  
Previous Board Approval

ADA Information Provided by Jamee Minnetto  
Position Description Prepared by Jamee Minnetto