

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SPECIALIST I, Family Engagement

#### QUALIFICATIONS

- Master's degree required.
- Major in education or social work preferred.
- Florida Educator's Certificate or certification in Educational Leadership preferred.
- Experience in both spoken and written English and Spanish preferred.
- Evidence of success in working with families to improve student achievement.
- Must be able to work flexible hours (includes evenings and some weekends).

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of community resources and available support systems for families.
- Skill in human interaction organization and time management.
- Excellent organizational skills and ability to maintain required documentation and records.
- Effective skills in oral and written communication.
- Ability to communicate well with parents and school personnel.
- Ability to work independently in carrying out performance responsibilities.

#### SUPERVISION

**REPORTS TO** Director, Federal Projects  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To effectively engage families and build their capacity to support student achievement.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Maintain a district-wide Title I Family Engagement Center and provide materials, supplies, referrals, and trainings for families.
2. \* Attend workshops or sessions to keep abreast of procedures and trends.
3. \* Plan and implement academically focused activities for families with students attending Title I schools that build their capacity to work with their children at home, which may include adult literacy and job skills trainings.
4. \* Train school-level family liaisons on how to develop a family-friendly, culturally sensitive school climate and capacity-building activities.
5. \* Work a flexible schedule not to exceed 37 ½ hours per week so that evening family engagement activities can take place and home visits occur.
6. \* Maintain and utilize information on available health and social services and serve as a liaison between home, Title I schools, and the community to assist in obtaining these services.
7. \* Conduct and coordinate home visits for the purpose of assessing needs, improving communication, providing information regarding school policies and programs, and/or providing referrals.
8. \* Keep daily logs of visitations both by parents to the Title I Family Engagement Center and home visits, including time and persons visiting/visited.
9. \* Interact with parents and school staff in a professional manner that promotes positive communication.
10. \* Coordinate the activities of the district-wide Title I Parental Involvement Team/Parent Advisory Team, including the evaluation of and revisions to the district-wide Title I Parental Involvement Plan and decisions regarding the allocation of the one (1) percent Title I set-aside for parental involvement.

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11. \* Provide appropriate trainings to school-based liaisons on their duties and responsibilities, including effective family communication strategies, capacity building family engagement activities, and the development of family engagement/parental involvement plans.
12. \* Implement parent leadership trainings to empower parents to effectively advocate for their children.
13. \* Work with parents, teachers, and the community to facilitate partnerships that support student achievement.
14. \* Maintain appropriate documentation of services.
15. Perform other duties as assigned by the Director of Federal Projects.

\*Denotes essential job function/ADA

## EQUIPMENT / MATERIALS

Standard Office Equipment

## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## PHYSICAL ACTIVITIES

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Bending</b>	Lowering the body forward from the waist.
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
<b>Twisting</b>	Moving body from the waist using a turning motion.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Pushing</b>	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
<b>Pulling</b>	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.
<b>Talking</b>	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.
<b>Hearing Acuity</b>	The ability to perceive speech and other environmental sounds at normal loudness levels.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**None** The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

## TERMS OF EMPLOYMENT

<b>PAY GRADE</b>	<b>POSITION CODES</b>	<b>FLSA</b>	<b>BOARD APPROVED</b>
<b>C-D \$45,429 - \$80,675</b>	PeopleSoft Position TBD	<input checked="" type="checkbox"/> Applicable	<b>February 26, 2013</b>
District Salary Schedule	Personnel Category 14	<input type="checkbox"/> Not applicable	Previous Board Approval
Months 12	EEO-5 Line 43		
Annual Days 258	Function 6300		
Weekly Hours 37.5	Job Code 2066	ADA Information Provided by ECM Services	
Annual Hours 1935	Survey Code 72010	Position Description Prepared by Lisa Shuford	