Job Title: Student and Family Engagement Specialist
Wage/Hour Status: Exempt/187 days
Title I Schoolwide Program
Paid 100% out of Title I, A funds

Reports To: Principal
Pay Grade: Teacher pay scale
Dept. /School: Assigned School
Date Revised: 02/16/2018

Primary Purpose:

Improve parental involvement and communication to increase overall performance of student achievement. Work with school administrators, counselors, and teachers to engage students and families in their education prevent drop outs, increase post-secondary readiness, and plan for the student's futures. Communicate the purpose of the Title I Parental Involvement program with teachers, parents, and community.

Qualifications:

Education/Certification:
Bachelor's degree from accredited university
Valid Texas teaching certificate

Special Knowledge/Skills:
- General knowledge of curriculum and instruction
- Knowledge of current research and trends in family engagement
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills
- Knowledge of applicable laws, rules, policies, and Title I grant requirements
- Ability to interact positively with students, parents, and educators
- Experience with providing staff development to teachers
- Deliver meaningful and relevant courses to parents
- Ability to use technology in the Title I instructional program
- Knowledge of the Response to Intervention (RTI) process
- Knowledge of credit recovery and graduation plans
- Experience working with diverse populations
- Ability to speak English and another language preferred; second language preference to be determined by campus need

Experience:
At least one year student teaching or approved internship
Successful experience working with at-risk students, English Language Learners, or students from poverty preferred

Major Responsibilities and Duties:

Instructional Strategies:
1. Develop and implement parental involvement programs and show written evidence of preparation as required.
2. Prepare lessons that reflect accommodations for differences in a diverse population.
3. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of parents involved.
4. Provide educational programs that strengthen parenting skills and help parents to provide educational assistance to their children.
5. Analyze student data to prioritize families in need of engagement.
6. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
7. Use technology to strengthen the teaching/learning process.
8. Assist in selection of books, equipment, and other instructional materials. Inventory and maintain materials in good condition.

**Student Growth and Development:**

9. Be a positive role model for students, support mission of school district.
10. Be an advocate for students and form positive relationships for success.
11. Assist teachers in creating a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
12. Manage student behavior in accordance with Student Code of Conduct and student handbook.
13. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

**Leadership and Organization:**

14. Identify, in collaboration with all stakeholders, activities and strategies to increase student engagement and parental involvement.
15. Assist the campus staff in all job responsibilities related to the Title I parental involvement program.
16. Implement and maintain Title I records such as, but not limited to, the following: parent and teacher surveys, campus needs assessment, parental involvement committees, parental involvement activities, parent training sessions, and professional development for staff members. Submit all required reports and documentation as requested.
17. Establish and build community connections with agencies such as social, educational, health, and other human resources.
18. Assist in evaluation of campus parental involvement program.
19. Plan and collaborate with parent organizations for assignments of volunteer(s) in parental involvement activities.

**Communication:**

20. Provide assistance to parents of students who are at risk of not graduating in four years. Work with parents to schedule meetings with administrators, counselors, and teachers to help students get back on track.
21. Maintain a professional relationship with colleagues, students, parents, and community members.
22. Communicate positively, professionally, and effectively with parents through various means such as one on one contact, emails, Skyward, flyers, and off campus meetings.
23. Establish and implement Title I parent involvement activities.
24. Interpret the school’s Title I program to parents in order to strengthen parental understanding of the student’s needs and the school’s role in meeting those needs.
25. Informs all parents of scheduled training sessions, conferences, meetings, parent-school conferences, and/or other school related activities.
26. Conduct home visits if needed under established guidelines.

**Professional Growth and Development:**
27. Participate in staff development activities to improve job-related skills.
28. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
29. Participate in staff development to maintain professional competence and to ensure compliance with Federal and State guidelines regarding Title I services. Share such information with staff as appropriate.
30. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
31. Attend and participate in faculty meetings and serve on staff committees as required.
32. Provide and participate in staff development activities to improve job-related skills and the curriculum.
33. Other duties as assigned.

**Supervisory Responsibilities:**

None

**Working Conditions:**
Must be able to have a flexible schedule to adjust hours to deliver afternoon and evening sessions for parents or teachers. Must have reliable transportation.

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent prolonged sitting, standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment. Moderate exposure to extreme hot or cold temperatures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Title I funded positions may perform no duties outside the intent of the Title I program.

Approved by Supervisor ___________________________ Date ____________

Reviewed by Employee ___________________________ Date ____________

Mansfield Independent School District