



JOB DESCRIPTION: FAMILY ENGAGEMENT SPECIALIST, TITLE I

DEPARTMENT:	Instruction – FLVS FT	REPORTS TO:	Principal, FLVS FT
JOB CLASS:	Instructional Specialist	PAY GRADE:	Instructional Specialist
EXEMPT STATUS:	Exempt	DATE:	5/31/2016

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The aim of the Family Engagement Specialist is to effectively engage families and build their capacity to support student achievement. The role serves as a liaison between the school and parents/guardians relaying the needs of one to the other; educates teachers and staff on how to communicate and work effectively with parents as equal partners; counsels and advises parents on how to address issues with the transition from brick and mortar schools to the virtual environment; serves as a school-based intermediary contact for concerns and comments made by parents; fosters opportunities for continued family/parent learning in support of student achievement, promotes sharing of power with parents as decision-makers; helps parents understand the educational system so they can become better advocates for their children's education; maintains current knowledge of state and federal requirements in serving Title I schools, and represents FLVS within the states Family Engagement community.

ESSENTIAL POSITION FUNCTIONS:

- Assist in maintaining a timely, viable, active and effective Title I Parent Education Program as required by Section 1118 of the No Child Left Behind Act of 2002, and the transition and implementation to ESSA, including annually reviewing program effectiveness and maintenance of compliance documentation
- Work with the Principal to write annual School Parent Involvement Plan and implement annual meetings to which all parents of participating children are invited to explain Title I and district Title I programs and provide input into the school plan.
- Use family engagement as an instructional strategy and implementing a systemic approach to family engagement focused on student academic goals
- Coordinate and facilitate family engagement communications and activities to facilitate and further the partnership that support student achievement
- Create opportunities for full participation of parents who lack literacy skills or whose native language is not English
- Collaborate with ESE/EL team to work to engage parents and provide targeted activities to parents and families
- Provide transition programs and plans to support and follow up with parents and students new to the virtual school culture/experience to empower parents to effectively advocate for their children
- Maintain records and schedules of parental involvement activities for the district and at school level to meet federal and state monitoring requirements
- Plan and implement workshops, coffee chats and activities that will help families to work with their children at home to support and improve student performance

- Disseminate information regarding parental involvement opportunities being offered in the district and the schools
- Annually train families, teachers and administrators to build partnerships between the school and home and work with principal and SAC to engage all families
- Disseminate information and program plans to School Advisory Committee as they serve as the Parent Advisory Committee for school and district
- Participate, and assist in the coordination of and distribute the district's Family Engagement process and plan
- Participate in district and implement school Title I trainings
- Assess the effectiveness of the school Family Engagement Program through surveys, needs assessments and student performance data
- Maintain current and accurate records, logs and reports for effective communication, documentation, departmental statistics, accountability, and annual program evaluation to determine what, if any, action need be taken to increase parental participation and reporting as required by the District, State, and Federal regulations
- Perform other duties as they relate to the role assigned by the School Principal and coordinated with the District Title I Administrator
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Bachelor's Degree in Education or related field; or equivalent combination of education and relevant experience
- Master's in education leadership or school counselor, preferred
- Professional Teaching Certificate, required

Experience:

- Three years' teaching experience in virtual school environment
- Experience in conducting Title I school level parental involvement programs, preferred

Knowledge, abilities and skills:

- Experience in both spoken and written English and Spanish, preferred
- Evidence of success working with families to improve student achievement
- Ability to work independently with a strong commitment to teamwork
- Ability to work flexible hours, including some evenings, weekends and early mornings
- Good interpersonal, communication skills
- Ability to develop and publish online newsletters, flyers, announcements and surveys, deliver virtual programs
- Organization, controls, and data collection skills
- Proficient in the use of technology to include: Word, Excel, presentation software and desktop publishing

- Ability to develop and implement tools and strategies for measuring and evaluating family engagement system effectiveness, create surveys to provide additional parental feedback
- Creating effective classroom parent networks/sessions focused on student success
- Experience with Blackboard, FOCUS, VSA preferred

CORE COMPETENCIES FOR SUCCESS:

<p>COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p>CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p>INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p>PEER RELATIONSHIPS</p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal "noise"; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p>CREATIVITY</p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially "fail fast"</i></p>
<p>SELF KNOWLEDGE</p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn't defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p>PLANNING</p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p>ORGANIZING</p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to</i></p>	<p>PROBLEM SOLVING</p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers;</i></p>

<i>a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i>	<i>Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn't stop at the first answers</i>
<p style="text-align: center;">DRIVE FOR RESULTS</p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.