



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

## FAMILY ENGAGEMENT SPECIALIST

### GENERAL RESPONSIBILITIES

Under the leadership of the Director of Title I programs, the position will identify resources and provide support to students and families to ensure the success of every student. In addition, the position will oversee the family engagement component of Title I that promotes families as full partners in their child's education.

### ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not excluded them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as an advocate for all children and families.
- Interpret ESSA (Every Student Succeeds Act) requirements related to school activities/outreach programs that support family engagement.
- Serve on student response teams at assigned schools.
- Collaborate with social workers and counselors to identify community agencies that can contribute resources to assist families as needed.
- Collaborate with administrators to develop and implement the family engagement program according to local, state and federal guidelines.
- Maintain an ongoing liaison with community agencies and other resources to meet student needs; refer family and students to agencies when appropriate.
- Participate in on-going professional learning aimed at current trends and best practices.
- Develop and implement professional learning for educational staff and families.
- Meet with parents through home visits and on-site conferences as needed to work with parents regarding ways in which they can help their children achieve challenging state standards.
- Assist with recruitment and enrollment to ensure full enrollment is maintained at all times throughout the school year in accordance with the Virginia Preschool Initiative grant.
- Make home visits as needed and work with parents regarding ways in which they can help their children achieve.
- Perform related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and understanding of the parent involvement component of the *"Every Student Succeeds"* Act. Must be computer literate and proficient in the use of MS Office software. Must have the ability to express or exchange ideas by means of spoken word; record and deliver information, explain procedures, and communicate effectively, both verbally and in writing; establish and maintain effective working relationships with parents, students, teachers, administrators, and community based-organizations; and read and prepare correspondence, reports, forms, research papers, etc., using prescribed formats and conforming to rules of punctuation, grammar and style. Must demonstrate an understanding of the interaction between cultural influences and the conditions of the child and family.

### EDUCATION AND EXPERIENCE

Bachelor's degree in counseling, social work, psychology, education or a related field, Master's degree preferred. Must have a minimum of 3 years of successful teaching experience and/or other relevant professional experience providing services to school aged children and/or families in an educational setting.

A comparable amount of training and experience may be substituted for the minimum qualifications.



**PHYSICAL REQUIREMENTS**

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. The duties of this job are conducted in a school, in students' homes, and other locations. While performing the duties of this job, the employee is regularly required to drive, sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license

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| FLSA status: Exempt | Description: 5/17 |
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