



Job Title: District Family Engagement Counselor **Exemption Status/Test:** Exempt

Reports to: Director of Family and Community Engagement **Date Revised:** June, 2015

Dept. /School: Family and Community Engagement

Primary Purpose:

Under general supervision, formulate methods and procedures for effectively involving the home, school, and community in the achievement of influencing the progress and achievement of students through the use of District and community resources to support district and campus level Title III Part A family/school involvement, parent literacy and outreach efforts.

Qualifications:

Education/Certification:

Bachelor's Degree in a related field

Special Knowledge/Skills:

Demonstrated skills and knowledge of methods and procedures for effectively involving home, school, and community in meeting the education needs of children and youth

Demonstrated knowledge of business and community guidelines

Experience:

Three years of documented school and/or community based experience

Major Responsibilities and Duties:

Program Management

1. Develop and implement a plan to increase family and community engagement and to increase awareness of counseling resources
2. Develop and facilitate a series of family and parent training sessions and programs in an attempt to increase family and parental engagement.
3. Research current studies on parental engagement/counseling resources, identify best practices and develop a toolkit for educators of best practices and parent engagement materials.
4. Consult with principals and school leadership to provide assistance in accessing counseling resources for academic success.
5. Consult with principals and school leadership to facilitate college awareness activities for parents.
6. Collect and analyze family and community engagement data to adjust and refine programs/services; prepare documents, summaries, management reports, and implementation plans as requested.
7. Assist in the development of a district-wide Parent Engagement Training catalog.
8. Support district and campus level Title III, Part A family/school involvement and outreach efforts.
9. Serve as a resource for school related organizations, including Parent Teacher Association, etc.
10. Provide technical assistance to district staff to achieve a broader understanding of the student community and family engagement.
11. Serve as a mentor to students, conduct home visits, and assist parent groups.

12. Inform parents and students through a variety of forums including face-to-face and community meetings and online forums.
13. Produce and disseminate materials and information pertaining to the Family and Community Engagement program to its various publics in multiple formats.
14. Conduct district/campus professional development in-service as requested to promote positive campus/staff/volunteer/partner relationships and engagement.
15. Performs all other tasks and duties as assigned by the Family and Community Engagement Director.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Posture: Regular sitting; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear; specific vision abilities including close vision, distance vision, and color vision.

Motion: Frequently required to reach with hands and arms; occasional standing or walking.

Lifting: Occasional light lifting and carrying (less than 10 pounds)

Environment: The noise level in the work environment is usually moderate. Travel is integral to this position to school, department locations and throughout the community.

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.