



COMMUNITY INVOLVEMENT COUNSELOR

Purpose Statement

The job of the Community Involvement Specialist was established for the purpose(s) of enhancing success of WCS students through building mentorship and opportunities; enlisting community involvement in students' educational progress; providing positive influences and insight; and facilitating positive student, family, mentor, and school relationships.

This job reports to the School Principal.

Essential Functions

- Assesses family and student needs for the purpose of developing an action plan to remove barriers to student success.
- Responsible for seeing strategic opportunities for mentorship to engage the public in assisting the school district through mentorship.
- Recruits parent volunteers for educational activities; conducts home visits as a follow-up to parenting workshops to provide additional assistance relative to home/school problem resolution.
- Orients students and families for the purpose of establishing familiarity with program, services and required processes and/or assisting them in assimilating into the involvement opportunities offered.
- Provides direct assistance to families with parents on behalf of school (e.g. attendance and homework issues, available programs/services, completing paperwork, etc.) for the purpose of emphasizing school priorities and/or ensuring that an ongoing partnership between the families, mentors, and the schools is successful and ongoing.
- Confers with teachers, parents and/or appropriate community agency personnel (e.g. Social Services, health department, etc.) for the purpose of assisting in evaluation of students' progress and/or making appropriate referrals.
- Collaborates with support teams to develop programs and partnerships which address the needs of students and families for the purposes of providing needed assistance.
- Organizes and facilitates workshops and other parent/leadership activities for the purpose of facilitating communication and conveying/gathering information required to perform functions.
- Collects and monitors various student data points and academic progress while communicating with proper school personnel.
- Meets regularly with school staff to share expertise (academic goals; family programs, events and opportunities, etc.) to maintain communication between families, community mentors and schools.
- Conducts surveys and gathers a variety of data to strengthen parent-school partnerships and to use in the development of high quality training sessions.
- Develops and provides high quality training sessions and workshops to families or staff based on needs assessment and goals of the school/District.
- Responds to a variety of inquiries for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Responds to the counseling and college/career readiness needs of students to produce, provide, or recommend targeted services, interventions and/or supports.



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Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing activities; preparing and maintaining accurate records; utilizing standard office equipment including utilizing pertinent software applications; and fluency in target language.

KNOWLEDGE is required to perform basic math, read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: community resources and principles of a community services program; target language; and concepts of grammar and punctuation.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; communicating with diverse groups including those with limited English proficiency; maintaining confidentiality; setting priorities; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is often required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.



- EXPERIENCE:** Job related experience is preferred.
- EDUCATION:** Bachelor's degree required. Master's preferred. Licensed School Counseling Degree preferred.
- EQUIVALENCY:** None Specified

REQUIRED TESTING:

CERTIFICATES & LICENSES:

FLSA STATUS:

Valid Teacher's Certification and/or License
Valid TN Driver's License

Exempt

CONTINUING EDUCATION / TRAINING:

CLEARANCES:

SALARY GRADE:

Experience as an Educator preferred

Criminal Justice Fingerprint/Background Clearance

Certified – 10 month

Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws