



FAMILY INVOLVEMENT SPECIALIST

Purpose Statement

The job of the Family Involvement Specialist was established for the purpose/s of enhancing success of non or limited English speaking students; enlisting parental involvement in students' educational programs and school site activities; providing translations of written material and verbal exchanges; and facilitating positive parent, school and student relationships.

This job reports to the School Site Principal

Essential Functions

- Assesses family and student needs for the purpose of developing an action plan to remove barriers to student success.
- Assists parents in locating and enrolling in skill development courses (e.g. ESL classes, nutrition / cooking, computer training) for the purpose of promoting parental effectiveness and student achievement.
- Orients students and families for the purpose of establishing familiarity with program, services and required processes and/or assisting them in assimilating into the culture.
- 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 home and school is formed.
- Provides tutoring assistance, as needed, to assist students who speak a second language with academic/educational support.
- 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, facilitates, and translates/interprets meetings, workshops and other parent/leadership activities for the purpose of facilitating communication and conveying/gathering information required to perform functions.
- Meets regularly with school staff to share expertise (academic goals; family programs, events and opportunities, etc.) to maintain communication between families, community partners, schools and other personnel.
- 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 based on needs assessment and goals of the school/District.
- Collects documentation to insure Federal compliance and works closely with ESEA program specialists to promote family and community programs.
- Responds to a variety of inquiries for the purpose of providing information, facilitating communication among parties and/or providing direction.

Other Functions

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



Williamson County Schools

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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: High School diploma or equivalent.

EQUIVALENCY: None Specified

REQUIRED TESTING:
Pre-Employment Drug & Alcohol Screening

CERTIFICATES & LICENSES:
None Specified

FLSA STATUS:
Non Exempt

CONTINUING EDUCATION / TRAINING:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Classified

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.