



## FAMILY SPECIALIST

Classification: Family Specialist

Location: Assigned Department

Reports to: District Administrator or School Principal

FLSA Status: Non-Exempt

Employee Group: EAP

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

### **Part I: Position Summary**

This position is responsible for outreach to families under ECEAP and Title I to explain program requirements and benefits.

### **Part II: Supervision and Controls over the Work**

Paraeducators work collaboratively under the direction of the teacher, who assign specific responsibilities, and under the direct supervision of the principal or principal designee. Principal or principal designee provides training, direction, and guidance governing the performance of school-wide duties. Paraeducators are responsible for being familiar with the school/district policies and procedures which govern their work.

### **Part III: Major Duties and Responsibilities**

1. Provides outreach services through home visits, communications, and in-school meetings to prospective students and families to explain program requirements and benefits. Uses outreach meetings to assess student and family needs and suggests or initiates referrals for assistance.
2. Coordinates health screenings and follows-up to assure screening requirements are met so that students may enroll and begin attending.
3. Collaborates with ECEAP and Title I teachers to help implement school-home partnership activities such as culturally responsive curriculum, parent education, and family night activities. Works with teachers, administrators, and district staff to develop program materials including newsletters, flyers, and brochures.

4. Arranges, and attends meetings at various school, home, and community locations, traveling within the district and larger metropolitan community using own private transportation arrangements.
5. Establishes and maintains confidential records of interactions with students and families.
6. Maintains on-going program evaluation to determine effectiveness of the program and make needed adjustments.

Performs other duties as assigned.

**Part IV: Minimum Qualifications**

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
1. Successful completion of an associate's degree or two years (72 credits) of post-high school education in related areas of study. The education requirement may be substituted by successfully passing the ParaPro Assessment.
2. One year of progressively responsible experience working with limited income families in academic, vocational, or social programs.
3. Ability to communicate effectively with parents, school staff, administration staff, and public.
4. Ability to facilitate discussion across cultures for the purpose of understanding and resolving student, family, and school issues.
5. Demonstrated knowledge of the structure, function and culture of school.
6. Demonstrated ability to maintain confidences and understands student information privacy rights.
7. Possess a valid state driver's license or assure access to transportation that will allow moving about the district and the community.

**Part V: Desired Qualifications**

1. Bachelor's degree
2. Bilingual skills in a common language to the district and community.

3. Two years of experience that demonstrates the ability to work successfully with children in a learning environment.

**Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must lift and/or move 25 to 50 pounds, and may assist, move, or retrain students with greater weight when required to intervene in student safety issues.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.

The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels.

The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.