



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Family Engagement Specialist
<b><i>Payroll/Personnel Type:</i></b>	12 Months
<b><i>Reports to:</i></b>	Volunteer Services Coordinator & Deputy Superintendent of Institutional Advancement

**Position Summary:**

St. Louis Public Schools is seeking Family Engagement Specialist for the Family and Community Involvement model to serve under the Volunteer Services Coordinator and the Deputy Superintendent of Institutional Advancement in improving student attendance for students with chronic attendance issues in identified schools. The Family Engagement Specialist is expected to develop collaborative relationships with the juvenile courts and Deputy Juvenile Officers (DJOs) in addressing attendance issues. The Family Engagement Specialist will also provide oversight for a group of parent volunteers whose sole efforts will be contacting parents to assist in attendance improvement efforts.

**Essential Functions:**

- Work with volunteer group to establish a team environment;
- Work collaboratively with Deputy Superintendent of Institutional Advancement and the Volunteer Services Coordinator to align school attendance efforts for identified schools;
- Obtain and review attendance data on a daily basis;
- Design process for prioritizing volunteer efforts by identifying schools in priority order;
- Develop schedules and assignments for parent volunteers;
- Create data displays indicating volunteer efforts and progress in improving attendance;
- Provide weekly longitudinal reports to the Deputy Superintendent of Institutional Advancement and the Volunteer Services Coordinator regarding success of attendance improvement efforts;
- Complete annual evaluation of program efforts;
- Work collaboratively with the Volunteer Services Coordinator in developing training sessions for volunteers to ensure appropriate skill sets are developed;
- Work collaboratively with Volunteer Services Coordinator team to identify appropriate community resource information for volunteers to share with parents of students with chronic attendance issues;
- Maintain and submit reports required for documentation of events and directives in a timely fashion;
- Actively work with Volunteer Services Coordinator in the identification and recruitment of appropriate volunteers to include bi-lingual parents to address needs of ELL parents;
- Participate in district and community sponsored professional development activities related to Essential Functions outlined;
- Performs other duties as assigned.



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**Experience:**

- Working with volunteers
- working with culturally, diverse parents and families in an urban educational setting
- Serving in a positive, collaborative team environment
- Serving effectively in a collaborative team setting

**Education:**

- Minimum of 60 college hours or Para-Pro certification.
- Desired-Bachelors' or higher degree in Education or a behavioral science such as psychology or social work.

**Knowledge, Skills and Abilities:**

- Ability to work in a collaborative team environment
- Knowledge of volunteer programming
- Knowledge of St Louis Community resources to assist parents
- Knowledge of school and neighborhood areas and cultures
- Commitment to serving parents and schools
- Ability to establish trusting relationships with volunteers, parents and staff
- Knowledge of various cultures' values, behaviors, beliefs and traditions.
- Effective written and oral communication and presentation skills
- Passionate about improving public, urban education
- Demonstrate initiative and problem solving capabilities.
- Demonstrate skill in meeting job requirements
- Knowledge of Microsoft Office including Word, Excel and Publisher
- Ability to create charts and graphs using Excel
- Ability to type a minimum of 40 words per minute

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk



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**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by individual(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Review/Approvals:**

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
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_____ Human Resources	_____ Date
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*In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.*