



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

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<b><i>Position Title:</i></b>	Family Educator-SIG Recipient Schools
<b><i>Payroll/Personnel Type:</i></b>	10 Month
<b><i>Reports to:</i></b>	Principal

**Position Summary:**

St. Louis Public Schools is seeking Family Educators to serve under the building Principal in School Improvement Grant (SIG) recipient schools. Family Educators will be instrumental in improving student attendance and developing strong, collaborative relationships with parents and families. Family Educators will also serve as an integral member of the building teams to assist in ensuring parent involvement in the design and implementation of interventions for identified students and families, designing activities to increase parental involvement and ensuring schools are in compliance with all district policies related to parent involvement.

**Essential Functions:**

- Provide assistance to parents in understanding school/district policies and procedures;
- Work with teachers in increasing parent volunteer opportunities within the school;
- Serve as a support for parents in the district's Response-to-Intervention model;
- Ensure an increase in attendance rates by 2% quarterly until district/state attendance averages are met and/or maintained at the district/state required average;
- Conduct workshops for parents to help them understand how to become educational partners with the school for their child/children and board policy such as the Student Code of Conduct;
- Develop/distribute and/or implement a yearly calendar of parent activities and timelines in a language parents can understand;
- Create a parent column for the school newsletter;
- Help parents identify and utilize community resources;
- Maintain records and submit requested data in a timely fashion;
- Ensure all district parent involvement mandates and policies are met;
- Participate in district and community sponsored professional development activities related to Essential Functions outlined below;
- Work collaboratively with school staff in increasing parent involvement ;
- Work with the principal and Central Office staff to establish a Parent Resource Center
- Perform other duties as necessary to ensure effective communication with parents, increase parent involvement plan and meet attendance targets.
- Performs other duties as assigned.



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**Measurements of Success:**

- Annual Goal for Years 1(2+3): Increase MAP scores by at least 10% in each tested area
- Annual Goal for Years 1(2+3): Increase attendance to the District goal of 98% for each school that has an attendance average that is lower than the goal
- Annual Goal for Years 1(2+3): Decrease the number of discipline events at each school by at least 10% a year
- Annual Goal for Years 1(2+3): Increase reading levels for each student by an average of 1/5 grade levels per year
- Quarterly Goal for Years 1(2+3): Increase benchmark scores for each grade level and core subject area by at least 5%

**Experience:**

- Working with culturally, diverse parents and families in an urban educational setting
- Collaborating with community agencies
- Serving effectively in a collaborative team setting

**Education:**

- Minimum of 60 college hours or Para-Pro certification.
- Associate's College Degree (A. A.) or equivalent from a two-year college or technical school

**Knowledge, Skills, and Abilities:**

- Possess knowledge of district policies and mandates related to parent involvement, discipline and student achievement.
- Possess willingness to interact on a personal level with parents.
- Demonstrate organizational skills related to all Essential Functions listed above.
- Demonstrate knowledge and ability to create an effective Parent Resource Center
- Demonstrate patience and compassion with students, staff and parents in a variety of settings.
- Develop trusting relationships with parents, teachers and students.
- Work effectively on a team and with parents.
- Work collaboratively with peers and others.
- Possess knowledge of various cultures' values, behaviors, beliefs and traditions.
- Possess strong and effective written and oral communication and presentation skills with all constituencies.
- Passionate about improving public, urban education and driven to make a difference.
- Demonstrates initiative and problem solving capabilities.



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**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 significant degree

**Working Conditions and Environment:**

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

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

Employee	Date	Immediate Supervisor	Date
Human Resources	Date		

***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.***