



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

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<b>Position Title:</b>	Family and Community Specialist
<b>Payroll/Personnel Type:</b>	11 Month
<b>Reports to:</b>	Director of Family and Community Engagement

**Position Summary:**

St. Louis Public Schools is seeking Family and Community Specialists to serve under the Director of Family and Community Engagement. Family and Community Specialists will be instrumental in coordinating efforts to facilitate parental and community involvement, assist schools in efforts to improve attendance and student achievement. Family and Community Specialists will assist schools in ensuring compliance with federal, state, district, and school policies.

**Essential Functions:**

- Provides assistance to parents in understanding school, district, and Title I policies and procedures as related to student behavior, attendance, and student achievement
- Provide assistance to increase attendance rates by 2% quarterly until district/state attendance averages are met and/or maintained at the district state required average
- Develop, conduct, and facilitate professional workshops and seminars for parents that will enhance student academic progress
- Serve as an active member of the Student Intervention Team working collaboratively with parents, families, and school staff to develop and implement intervention plans for identified students
- Collaborate with administrators and school staff to develop, implement, and disseminate a yearly calendar of parent involvement activities, a parent newsletter, the Parent Involvement Plan, and other relevant timelines
- Ensure prompt translation of disseminated documents to ensure timely communication with ELL parents regarding meetings, programs, and other activities
- Facilitate parent/family involvement as it relates to Epstein’s six types of parental involvement and design processes to ensure continuous improvement in all areas
- Establish close relationships with community agencies and groups to aid in obtaining needed services and resources, professional workshops, and activities for families
- Communicate regularly with parents/families by way of district-wide approved means of communication (i.e. phone calls, home visits, written reports, email etc.)
- Ensure all Title 1 and SLPS Board parental involvement policies and mandates are met
- Maintain timely submission of records and reports required for documentation of activities/events
- Participate in district and community sponsored professional development activities related to Essential Functions outlined
- Perform other duties as assigned to ensure effective parental involvement

**Knowledge, Skills, and Abilities:**

- Knowledge of state and district policies and mandates related to parent involvement, discipline, and student achievement, including Title I, if appropriate
- Knowledge and experience in implementing Epstein’s six types of parental involvement
- Knowledge of school and neighborhood areas and cultures
- Commitment to serving parents/families, schools, and communities



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- Ability to establish trusting relationships with all constituent groups
- Knowledge of values, behaviors, beliefs, cultures, and traditions
- Possession of strong and effective written/oral communication and presentation skills
- Passionate about improving public urban education; driven to make a difference
- Demonstration of initiative and problem-solving capabilities
- Demonstration of skills in increasing parental and community involvement
- Knowledge of Microsoft Office including Word, Excel, Outlook, and Publisher
- Ability to create charts and graphs using Excel and type forty words a minute

**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:**

- High School Diploma or Equivalent (required)
- A minimum of 60 college credit hours or Para Pro Certification (required)

**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



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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.*