



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

Position Title:	Project, Specialist Family Involvement
Payroll/Personnel Type:	12 Month
Job #:	7021
Reports to:	Director of Family and Community Engagement
Shift Length:	8 Hour Day
Union Eligibility:	Eligible

Position Summary:

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

Essential Functions:

- Assist with day-to-day functions of the district’s Family and Community Specialists to ensure effective and measurable outcomes
- Assist with compiling Title 1 Parental Involvement documents for quarterly monitoring
- Maintain timely submission of compliance records and reports for documentation regarding local, state, and federal timelines, policies, and mandates.
- Provide general administrative support to the Office of Family and Community Engagement (i.e., professional development, regular and summer school opening initiatives, attendance initiatives, Back-to-School, Call Center, All High Schools Festival, Volunteer Recognition, etc.)
- Assist with developing partnerships with neighborhood organizations, businesses, and community agencies to secure resources to promote parental involvement
- Assist with facilitating opportunities to foster quality customer service regarding parent/student concerns, issues, and complaints
- Provide assistance to parents in understanding school and district policies and procedures as related to parent information and student code of conduct
- Assist with facilitating district and community sponsored professional development activities for Family and Community Specialist as related to parental involvement
- Assist with developing key metrics and outcomes for Family and Community Specialists
- Provide assistance to support the district’s Parent Action Council (PAC) Executive Committee and General Assembly and school-based Parent Teacher Organizations (PTO)
- Participate in district and community sponsored professional development activities related to Essential Functions outlined
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to work in a collaborative team setting.
- 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.



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- Commitment to serving parents and schools.
- Ability to establish trusting relationships with all constituent groups.
- Knowledge of various cultures, values, behaviors, beliefs, and traditions.
- Possession of strong and effective written and oral communication and presentation skills with all constituencies.
- 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, 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:

- Required: Bachelor's or higher degree in behavioral science, or administration/management

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



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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.