



JOB TITLE	DEPARTMENT	REPORTS TO
Administrator on Special Assignment-Family and Community Outreach (Grant Funded)	Communications	Chief Communications Officer

Position No: 91009	Length of Work Year: 12 Months
Salary Schedule: AD01, AD02	Date Approved: 6/13/23
FSLA: Exempt	Date Revised:

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Certification in Education Leadership. 2. Master's Degree. 3. Minimum of five (5) years teaching/administrative experience. 4. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Creates strong school-family community partnerships that foster success for all students by building relationships based on mutual trust and two-way communication with an emphasis on higher needs schools. 2. Serves as liaison between community partners, faith-based organizations, school staff, and district personnel to develop quality parental and community engagement programs. 3. Proactively schedules speaking engagement opportunities focused on celebrating successes and promoting key initiatives with parent, civic, advocacy, policy, faith-based, and business organizations. 4. Assist schools in developing parent education activities; conduct home visits as follow-ups to parenting workshops or to provide individual assistance relative to home/school problem resolution. 5. Develops and maintains positive relations with parents, schools, and community organizations. 6. Assists in conducting parent education workshops and promotional presentations. 7. Assists school-site and district/region office personnel in planning, implementing, and administering educational support programs and special projects. 8. Identifies community resources and established interagency linkages. 9. May participate in or coordinate various advisory group meetings and committees. 10. Solicits participation of parents, community, and business in local group meetings and committees. 11. Develops summary reports and other measurables to be used for internal and external communication purposes. 12. Perform other duties as assigned by supervisor.
PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.