



JOB TITLE	DEPARTMENT	REPORTS TO
Family and Community Engagement Teacher (Grant Funded)	School Based	Principal

Position No: 61022	Length of Work Year: 10 Months
Salary Schedule: IN10	Date Approved: 11/7/17
FSLA: Exempt	Date Revised: 12/1/17

JOB GOAL
To serve as the Family Engagement liaison between the School and community members to increase meaningful academic family involvement to increase student achievement. To increase community involvement in and understanding of the goals and activities of the school. The Community Engagement Teacher will work with teachers at their school to provide targeted Professional Development on effective community engagement strategies.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Valid Florida teaching certificate or evidence of eligibility. 2. One year of successful teaching experience, three (3) years of successful teaching experience preferred. 3. Bachelor's degree in counseling, social work, psychology, education or related field. 4. Experience in providing services to school aged children and /or families. 5. Experience in training others/ professional development. 6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Develop and implement a strategic community engagement plan, with yearly activities to include objectives/performance measures, and a marketing/communications plan for the School Improvement Grant funded site. 2. Conduct outreach to parents to encourage their participation in school life-PTO, School Improvement Team, volunteerism, Parent/Teacher conferences, school events, their children's attendance in the afterschool programs, etc. 3. Develop and implement a series of community engagement professional development activities for the teachers at the school – same as #9 highlighted. 4. Develop and maintain a Community Engagement resource center to facilitate parent/child side-by-side learning, and activities related to the SIG 4 grant (e.g. a community garden or makers-space). 5. Use research-based methods outlined within the report "Partners in Education" and other relevant research. Conduct community and family engagement activities at times convenient to parents and community members, designed to educate parents and guardians on ways they can help their students succeed. 6. Work collaboratively with site-based leadership, Community Based Organizations, School Advisory Council, teachers, and parents to improve parent access to and understanding of the schools' goals and objectives. 7. Ensure all requirements specified by the grant priorities are effectively monitored and accomplished utilizing consistent data tracking and reporting. 8. Ensure compliance of grant deliverables; Maintain accurate records for project reporting 9. Communicate effectively with grant participants, partners, and district personnel; Provide outstanding customer service, and use positive interpersonal communication skills. 10. Performs all other duties as assigned by the Principal.

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.