

## Job Description

**Job Title:** Family & Community Engagement Specialist

**Supervisor:** Coordinator of Family & Community Engagement

**Position Code:**

**Pay Grade:** 33

**Job Classification:** Exempt

**Contract Length:** 202 Days

### Job Summary

Position exists to function as part of the network of assistance for students and families in pre-schools, elementary schools and middle schools. This position will coordinate communications and activities in the assigned Title I and Non-Title I school among the teachers, parents, community and school administrators.

### Essential Duties

1. Serves as liaison between student, home, school, and community.
2. Works with professional personnel to provide information and resources to students and families to promote emotional, physical and academic success of a student.
3. Collect, maintain, and report required data for Federal Programs compliance.
4. Interprets ESSA requirements related to school activities/outreach programs that support parental involvement; supports and works with Social Workers, Counselors, and community agencies that can contribute resources to assist families as needed.
5. Plans, coordinates and provides activities and programs related to family engagement that are aligned to the school improvement plan, and collaborates with the team to coordinate district events.
6. Cooperates with school administrators in implementing the family engagement program according to state and federal guidelines.
7. Works with families and teachers in improving the achievement level of students by assisting parents and volunteers with learning activities; disseminates information regarding family engagement goals and objectives, books, resources, and tutorial services to reinforce skills.
8. Participates in on-going professional development by attending workshops, lectures and institutes on specific subjects to enhance job performance.
9. Works to ensure homeless children and families' needs are identified and steps are taken to meet those needs through school resources and community agencies.
10. Provides multicultural outreach, community engagement, and family services that support family self-sufficiency.
11. Makes home visits as needed and works with families regarding ways in which they can help their children achieve emotional, physical and academic success.
12. Attends school based SST (School Support Team) meetings.
13. Takes an active role in school leadership meetings and uses student data to plan programs.
14. Supports attendance improvement efforts, including participation in meetings, and provides resources to increase attendance rates.
15. Create and maintain a resource center for families at each assigned school.
16. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Coordinator of Family and Community Engagement or building administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills & Abilities Required)**

Bachelor's degree in counseling, social work, psychology, education or a related field required and some experience in providing services to school aged children and/or families, or any combination of education and experience that would provide the requisite knowledge, skills and ability. Must possess valid Virginia Driver's license. Knowledge and understanding of the parent involvement component of the "Every Student Succeeds Act". Must be computer literate and proficient in use of MS Office software. The employee must have the ability to coordinate hands and eyes rapidly and accurately in order to operate office equipment, including desktop and/or laptop computers; requires the ability to express or exchange ideas by means of spoken word; ability to differentiate between colors and shades of color. Must possess the ability to establish and maintain effective working relationships with parents, students, teachers, administrators, and community based-organizations. Must possess the ability to read and prepare correspondence, reports, forms, family communication, etc., using prescribed formats and conforming to rules of punctuation, grammar and style. Position requires the ability to record and deliver information, explain procedures, and communicate effectively, both verbally and in writing.

**Working Conditions & Physical Requirements**

The physical requirements described herein are representative of those, which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

The duties of this job are conducted in a school, in students' homes, and other locations. The employee must have the ability to coordinate hands and eyes rapidly and accurately in order to operate office equipment, including desktop and/or laptop computers; requires the ability to express or exchange ideas by means of spoken words;. While performing the duties of this job, the employee is regularly required to drive, sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to differentiate between colors and shades of color, and ability to adjust focus.

**Supervision Exercised:** None

**Supervision Received:** Extended Learning Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Family & Community Engagement Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Coordinator of Family and Community Engagement, or building administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 08/2025