

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Family Partnership Facilitator	CLASSIFICATION:	Classified Non-Management (SEIU/Aide-Paraprofessional)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	1303	WORK YEAR:	11 to 12 Months
DEPARTMENT:	School, Family, and Community Partnerships	SALARY:	Range 51 Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR APPROVAL: HR REVISION:	10-05-11

BASIC FUNCTION:

Provide supplemental support to schools in their efforts to engage families of diverse cultural and language backgrounds in support of the academic achievement of their children.

DISTINGUISHING CHARACTERISTICS:

The Family Partnership Facilitator, using the specific home language of parents, supports team efforts to provide schools with the facilitation of parent training workshops, development of parent resource centers, creating welcoming school environments for families, creating effective school-family partnership teams, and communication systems that outreach to all families. The position helps prepare parents to understand the educational system, become effective advocates for their children, understand how to support the academic success of their children, and how to become a part of the decision-making process of their schools.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

As part of a team, provide training and technical assistance to parents and schools on building school capacity that fulfills Title I requirements for parental engagement under Title I and Title III. **E**

As part of a team, conduct outreach to diverse families, especially families of English Learners; coordinate training logistics, and facilitate parent-training workshops at numerous school sites. **E**

As part of a team, assist schools in the development of effective school-family partnership teams, action plans for partnerships linked to student achievement and school climate, and in the implementation of their family engagement programs and strategies. **E**

As part of a team, assist in the development of the District Parent Resource Center and school-based parent resource centers. Conduct outreach to schools on opening parent resource centers, provide training on subjects that assist parents to support the academic achievement of students, and on strengthening school, family, and community partnerships, and assist in coordinating programs and activities that support parent resource centers. **E**

Assist in conducting outreach and maintaining strong relations with community and municipal agencies, businesses, and community members in promoting and developing community partnerships that support learning. **E**

Provide support to schools in the development of Welcoming Schools, an environment that leads towards their certification as “Welcoming Schools.” **E**

As part of a team, assist in the planning and coordination of district-level parent engagement campaigns, conferences, and other related activities. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Prepare and maintain ongoing progress reports on school training activities, technical assistance, and other related assignments; understand and maintain program(s) evaluation systems that lead to continuous improvement. **E**

Work with the District Parent Resource Center to maintain and support parent groups in the use of the facility; assist parents with resource referral services and the Family Engagement Resource Library. **E**

As part of a team, coordinate logistics of all parent engagement activities with other departments in the district (Youth Development, Integrated Support Services, Foster Youth, Early Childhood Education, Health Services), district parent advisory committees, and community groups in all activities related to building school-family supports. **E**

Support the team in the training of School Site Councils, Leadership Academy, Family Academy, and/or other programs in the Office of School, Family, and Community Partnerships that may be assigned. **E**

Understand how to collaborate with others on projects, support positive teamwork practices, and reflect on some areas of improvement; maintain cordial, collaborative, and professional conduct as it relates to school personnel, parents, and community partners. **E**

Understand and stay current with research-based parent engagement practices in the field, and be fully conversant in the District Parent Engagement Policy, Administrative Regulations, Title I Parent Involvement provisions, and State Codes as it relates to the previous and to School Site Councils. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree, and four years of experience in a related area, such as community organizing, parent engagement, community programs that serve families, teaching, public issue advocacy, training and/or facilitation and /or social work, OR a bachelor's degree in education or social studies and two years of experience in the previously mentioned areas.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license; provide personal automobile and proof of insurance. Specific languages and District Primary Language Assessment for Classified Employees required. Specified cultural proficiency may be preferred. Must be willing to work two to three evenings a week to meet with parents. Fluent in Spanish or Hmong preferred.

Overall scores in computer software testing program preferred as follows:

Keyboarding	55 Correct WPM
Word.....	80% Overall Score
Excel.....	80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Parent Engagement policy, practices, and theory.
Facilitator and public speaking skills.

Understanding of diverse families, cultures, and intercultural relations.
 Some understanding of school function operations.
 Educational issues that affect families.
 Varied and established community connections.
 District policies and procedures related to assigned function.
 Record-keeping techniques.
 Operation of a computer, related software, and standard office equipment.
 Oral and written communication skills.
 Correct English usage, grammar, spelling, punctuation, and vocabulary in specified language.
 Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
 Enhance communication and good relations between parents, students, and teachers.
 Organize and promote parent involvement and activities to help children extend school learning at home.
 Work with families from various ethnic and socioeconomic backgrounds.
 Work independently within set guidelines.
 Understand team dynamics work in a team.
 Read, interpret, apply, and explain rules, regulations, policies, and procedures.
 Solve problems and address issues in a timely manner.
 Maintain records and prepare reports.
 Operate a computer, related software, and standard office equipment.
 Prepare and deliver oral presentations.
 Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
 Communicate effectively, both orally and in writing.
 Establish and maintain cooperative and effective working relationships with others.
 Work two to three evenings a week to meet with parents.
 Lift light objects according to safety regulations.
 Analyze situations accurately, and adopt or recommend effective courses of action.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office, school site, or neighborhood; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports related to assigned activities, and view a computer monitor; sit, stand, or walk for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files from cabinets and shelves; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied individuals.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date