

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

---

---

<b>TITLE:</b>	Parent and Student Engagement Specialist	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Professional Unit)
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1007	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Assigned Department	<b>SALARY:</b>	Range __ Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	08-16-99
		<b>BOARD REVISION:</b>	09-22-03 07-30-09

---

---

**BASIC FUNCTION:**

Perform independent, specialized duties related to the engagement of parents and the community in the education and academic achievement of students requiring independent judgment and analysis; oversee the Student Advisory Council, Executive Board, and participating students.

**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.)**

Perform independent, specialized duties related to the engagement of parents and the community in the education and academic achievement of students requiring independent judgment and analysis; advocate strong connections between the home, school, and the community as one means of reducing barriers to student achievement. **E**

Organize weekly meetings with students on the SAC Executive Board; meet with students individually to help students accomplish their role as members of the Executive Board; train students on protocol. **E**

Organize monthly meetings with the SAC for students to discuss concerns, challenges, and initiatives. **E**

Oversee the Student Advisory Council (SAC), Executive Board, and participating students; transport students to school sites to strengthen the student voice; help students develop leadership skills. **E**

Assist with the development of information, such as marketing, performance, and research data, to parents, students, and the community. **E**

Coordinate meetings for the Sacramento City Unified School District administration, Board of Education, and SAC students to collaborate on school site and district-wide policy, work in partnership together to achieve academic excellence, and strengthen the student voice at the high school level. **E**

Coordinate or assist with the annual citywide parent conferences and volunteer activities. **E**

Maintain regular contact with parents to clarify SAC student schedules and maintenance of passing grade point average (GPA). **E**

Meet regularly with community members and agencies to elicit training and support for the School Advisory Committee, as well as support for the Parent Information Exchange (PIE), which provides free resources and community connections to students and families in the district. **E**

Focus on person-to-person interactions and practices; expand the knowledge, activities, and expertise that exists in the district. **E**

Assist with district-wide parent and community activities that relate to district administrative programs and school site goals. **E**

Assist site principals and/or resource teachers in the recruitment of parents for the Community Service Collaborative, School Site Councils, District Advisory Committee, School Advisory Committees, Bilingual Advisory Committees, Action Teams, or other groups that include parents. **E**

Establish and maintain positive relationships with community entities, individuals, and groups; promote effective communication with parents, students, and the community; promote positive public relations; and identify resources for information and assistance. **E**

May conduct research and assist in writing parenting or student proposals, grants, and management reports; assist with the development of the district's Parent Engagement Strategic Plan. **E**

Establish and maintain access to parent and community groups, and distribute information concerning their activities, opinions, and concerns; assist parents with concerns and complaints. **E**

Work with school community to decide best way to engage school staff, parents, and other members in the education of children. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: associate's degree, and five years of increasingly responsible community or parent involvement activities.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding.....	55 Correct WPM
Word.....	85% Overall Score
Excel.....	85% Overall Score
PowerPoint .....	85% Overall Score

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Volunteer, community, student, or parent activities.

Writing proposals and grants.

Effective practices in parent engagement, home visiting, and other programs.

Planning and conducting meetings.

Technical aspects of field of specialty.

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.

Research methods, report writing techniques, and record-keeping techniques.

Presentation, communication, and public speaking techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills using tact, patience, and courtesy.  
Operation of a computer, related software, and standard office equipment.  
Principles and practices of effective supervision.  
Health and safety regulations.

**ABILITY TO:**

Perform the basic function of the position.  
Assist parents, students, district administrators, and others in developing effective programs.  
Develop and conduct in-service training programs.  
Work effectively with culturally and economically diverse individuals and groups.  
Research, analyze, compile, verify data, and prepare reports.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Maintain confidentiality as appropriate.  
Exercise analytical and independent judgment.  
Work independently with little direction, and meet schedules and timelines.  
Utilize effective leadership skills that work well in a team setting.  
Operate a computer, related software, and standard office equipment.  
Lift light objects according to safety regulations.  
Establish and maintain cooperative and effective working relationships.  
Communicate effectively, both orally and in writing.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office and school environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to exchange information and make presentations; see to read, prepare, proofread documents, and monitor office activities; sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lift light objects, such as transport and set up of audiovisual equipment and room.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.

*(Former Classification: Supervisor II, Parent Engagement)*

**APPROVALS:**

\_\_\_\_\_  
Carol Mignone Stephen, Associate Superintendent, Human Resource Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Susan E. Miller, Interim Superintendent

\_\_\_\_\_  
Date