

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PROGRAM SPECIALIST – FAMILY AND COMMUNITY ENGAGEMENT**

#### **BASIC FUNCTION:**

Under the direction of the Director-Student Support and Health Services, assist in the management of the programs and services of the Division of Education Services and Schools, create, advise and support partnerships between schools, families and community, supervise and evaluate the performance of assigned personnel in the Family and Community Engagement Office.

#### **ESSENTIAL FUNCTIONS:**

Develop, implement, monitor and evaluate a strategic plan to provide comprehensive family and community engagement services and supports.

Implement strategies and systemic initiatives that improve the collaboration between families, schools and community partners.

Provide parents and families with the necessary resources to assist them to effectively perform as their children's first teachers.

Support parent advocacy as advisors and decision-makers in the practice and process of their child's education.

Create learning opportunities for parents, ensuring equity and access for all families through multilingual/cultural programs and workshops.

Across the diversity of the District's student population, guide outreach strategies and assist in culturally responsive school-home communication to build understanding and inclusion for all ethnicities, languages, socioeconomic backgrounds and family structures.

Provide ongoing and new ideas that are differentiated and targeted for parent development through workshops and coordinated efforts such as Parent University.

Support schools with technical assistance to build collaborative and open communication among teachers, families and community members.

Provide parent leaders with reliable and transparent high quality support services.

Provide families with information and resources to help prepare students for college, career and life successes.

Collaborate with all departments and schools.

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Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to department Directors; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise regarding short or long-term data trends and recommend appropriate action.

Provide informational support to principals and other District administrators; provide recommendations for improving and developing the operations of education Services programs; develop informational materials related to Education Services and Schools programs, projects and events.

Implement various programs and activities designed to enhance educational services to school staff, students and families; utilize resources to develop instructional programs for all students.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; compile and analyze data.

Develop, coordinate, deliver, monitor and evaluate professional learning for administrators, teachers, classified staff, and families.

Under the direction of an assigned supervisor, control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Assist with preparing grant applications for program funding.

Attend and conduct a variety of meetings, conferences and workshops as assigned.

Perform related duties as assigned.

### **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Strategic planning and continuous improvement processes.

Operations of State and Federally funded programs.

Organization of student and family services.

Research and data collection and evaluation methods and procedures.

Staff development programs and techniques.

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Exemplary oral and written communication skills.  
Applicable laws, codes, regulation, policies and procedures.  
Policies and objectives of assigned programs and activities.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping and report preparation techniques.  
Operation of standard office equipment including a computer and assigned software.

### **ABILITY TO:**

Assist in the management of a variety of programs.  
Coordinate and implement various student and family services.  
Assist with student and staff placement and development.  
Maintain current knowledge of program rules, regulations, requirements and restrictions.  
Analyze situations accurately and adopt an effective course of action.  
Learn District organization, operations, policies and objective.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Conduct research and compile and verify data.  
Prioritize and schedule work. Plan and organize work.  
Maintain records and prepare reports.  
Operate standard office equipment including a computer and assigned software. Maintain consistent, punctual and regular attendance.  
Move hands and fingers to operate a computer keyboard.  
Hear and speak to exchange information.  
See to read a variety of materials.

### **EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree, classroom teaching, and three years experience in the administration of site/district programs.

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

Valid California Class C driver's license.  
Valid CA Administrative Services Credential.  
Certificate of Eligibility for Administrative Services Credential.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**BOARD APPROVED:** September 4, 2018