



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Family and Community Involvement Specialist
<b>Payroll/Personnel Type:</b>	11 Month
<b>Job #:</b>	8653
<b>Reports to:</b>	Director of Family and Community Engagement
<b>Shift Length:</b>	6.5 Hours a Day
<b>Union Eligibility:</b>	Eligible

**Position Summary:**

St. Louis Public Schools is seeking Family and Community Specialists to serve under the Director of Family and Community Engagement. Family and Community Specialists will be instrumental in coordinating efforts to facilitate parental and community involvement, assist schools in efforts to improve attendance and student achievement. Family and Community Specialists will assist schools in ensuring compliance with federal, state, district, and school policies.

**Essential Functions:**

- Provides assistance to parents in understanding school, district, and Title I policies and procedures as related to student behavior, attendance, and student achievement
- Provide assistance to increase attendance rates by 2% quarterly until district/state attendance averages are met and/or maintained at the district state required average
- Develop, conduct, and facilitate professional workshops and seminars for parents that will enhance student academic progress
- Serve as an active member of the Student Intervention Team working collaboratively with parents, families, and school staff to develop and implement intervention plans for identified students
- Collaborate with administrators and school staff to develop, implement, and disseminate a yearly calendar of parent involvement activities, a parent newsletter, the Parent Involvement Plan, and other relevant timelines
- Ensure prompt translation of disseminated documents to ensure timely communication with ELL parents regarding meetings, programs, and other activities
- Facilitate parent/family involvement as it relates to Epstein's six types of parental involvement and design processes to ensure continuous improvement in all areas
- Establish close relationships with community agencies and groups to aid in obtaining needed services and resources, professional workshops, and activities for families
- Communicate regularly with parents/families by way of district-wide approved means of communication (i.e. phone calls, home visits, written reports, email etc.)
- Ensure all Title 1 and SLPS Board parental involvement policies and mandates are met
- Maintain timely submission of records and reports required for documentation of activities/events
- Participate in district and community sponsored professional development activities related to Essential Functions outlined
- Perform other duties as assigned to ensure effective parental involvement

**Knowledge, Skills, and Abilities:**

- Knowledge of state and district policies and mandates related to parent involvement, discipline, and student achievement, including Title I, if appropriate
- Knowledge and experience in implementing Epstein's six types of parental involvement
- Knowledge of school and neighborhood areas and cultures
- Commitment to serving parents/families, schools, and communities





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***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***