COMMUNITY ENGAGEMENT SPECIALIST, MEGA

Purpose Statement:
Under administrative direction, the Community Engagement Specialist, Multilingual Education, Equity, and Global Achievement (MEGA) serves as the county lead in coordinating county staff efforts in designing support for district/site administration to plan, develop, implement, and evaluate community/parent engagement programs. Additionally, the Community Engagement Specialist will serve as a liaison between state, county, district, community, and government agencies that support historically underserved student populations.

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, as well as being accountable for their actions and their impact.

Essential Functions:
- Coordinates and collaborates with staff from across the San Diego County Office of Education (SDCOE) to provide coherent and aligned services in support of community/parent engagement and education.
- Serves as a county liaison to state, county, and district community organizations that support historically underserved/marginalized student populations.
- Serves as a county representative to government, state, and non-profit organizations that provide support and resources to historically underserved/marginalized student populations.
- Support government relations by assisting with local/state elected officials, such as Region 18 board members, and other agencies.
- Organizes and distributes key information and resources to build district capacity in community engagement through networks, website, and fliers.
- Provides guidance for the design, implementation, and evaluation of programs and trainings that involve community and parents in school activities such as parent advisory councils, advisory committees, parent education programs, workshops, and social service programs.
- Provides guidance for the design of program content, activities, agendas, communications, technical training, and budget for community and parent engagement and education programs.
- Oversees the development/organization of guidance and resources at the county level for community resources to support social, economic, and educational needs as necessary.
- Creates reporting systems and processes for collecting data regarding the enrollment, involvement, and effectiveness of parent education and family involvement programs.
- Analyzes data to determine community/parent engagement trends and efficacy of programs.
- Prepares reports and presentations to share community/parent education and family involvement practices, programs, and results at board meetings, conferences, in-services, and workshops.
• Collaborates with county office administrative personnel to develop program content and serve on advisory committees in county-wide, state- and federally mandated meetings (e.g. Latinx Advisory) regarding required parent engagement and family involvement practices.
• Provides staff development and administrator training in best practices for community/family consultation, education.
• Identifies and contacts appropriate public and private agencies to develop partnerships, establish contracts, and provide necessary services to students and their families.

Other Functions:
• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:
Principles and techniques of community/parent engagement;
Federal, state, and county resources including those agencies funded from government and private sources in the areas of health and education;
Cultural backgrounds of socio-economic groups and individuals from historically underserved populations in San Diego County;
Parent education training and staff development;
Requirements of federal and state mandates for community parent involvement meetings.

ABILITY TO:
Model professional and ethical standards when relating with students, parents, staff, and community;
Utilize strategic foresight;
Maintain a variety of records, logs and files;
Prepare accurate and concise correspondence and reports;
Establish and maintain cooperative and effective working relationships with others;
Meet schedules and timelines for assigned activities, ensures follow through;
Work independently with little direction;
Communicate clearly and concisely, both orally and in writing;
Operate a variety of standard office equipment including computers and assigned software;
Accurately format, proof and edit material using standard computer hardware and software;
Understand and carry out oral and written directions;
Train and provide work direction to assigned staff;
Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures;
Plan and implement activities and procedures designed to ensure the completion of established goals and objectives.
**Working Environment:**
ENVIRONMENT:
Duties are typically performed in an office setting.
May be designated to work an alternate work setting using computer-based equipment to perform duties.

**PHYSICAL ABILITIES:**
Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience**

**Experience:** Five (5) years’ experience of demonstrated success coordinating, developing, and administering parent training programs, facilitating school relationships with diverse community groups, connecting students with community service agencies, or serving as an advocate for students and families; and

**Education:** Bachelor’s degree in education, social services, public administration, or related field; or

**Equivalency:** A combination of education and experience equivalent to a bachelor’s degree in education, social services, public administration, or related field and five (5) years of experience of demonstrated success coordinating, developing and administering parent training programs, facilitating school relationships with diverse community groups, connecting students with community service agencies, or serving as an advocate for students and families.

**Required Testing**

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<th>Certificates, Licenses, Credentials</th>
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<tr>
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<td>Valid California Driver’s License</td>
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**Continuing Educ./Training**

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<th>Clearances</th>
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<tr>
<td>N/A</td>
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<tr>
<td>Criminal Justice Fingerprint/Background Clearance</td>
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<td>Physical Exam including drug screen</td>
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<td>Tuberculosis Clearance</td>
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**FLSA Status:** Exempt

**Salary Grade**  
Classified Management, Grade 030

**Personnel Commission Approved:** March 17, 2021

Revised: N/A