

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: District Parent and Family Engagement Specialist

BASIC FUNCTION:

Under the direct supervision of the Executive Director, Accountability and Assessments or designee, is responsible for assisting in the development, coordination and implementation of programs, activities and procedures for the engagement of parents, families and community members.

ESSENTIAL DUTIES:

Ensures that the district and schools provide parents and families of all students, especially underserved students, with information to make well-informed choices for their children.

Ensures that the district and schools conduct outreach to all parents and family members and implements programs, activities and procedures for meaningful school involvement.

Coordinates the development of the district level and school level parent engagement policies and school-parent compacts that are compliant with state and federal requirements.

Ensures that all parent notifications meet State and Federal requirements and are distributed in a timely manner.

Ensures parent representation on district and school committees reflects the composition of the student body, as required by law.

Ensures that parent and family education programs are provided throughout the district to meet the needs of students.

Coordinates staff training, with the input from families, on how to reach out to and work with families as equal partners in their children's education.

Coordinates with community resources to identify and integrate resources and services to strengthen school programs, family practices and student learning and development.

Coordinates with the district counselors in implementing prevention and intervention resources such as social-emotional curriculum and case management.

Performs the duties of the district McKinney-Vento (Homeless) and Foster Youth liaison.

Monitors and coordinates the district Tobacco Use Prevention Education (TUPE) activities and grant requirements.

Coordinates the administration of the California Healthy Kids Survey (CHKS) and other school climate surveys.

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OTHER REPRESENTATIVE DUTIES:

Attends staff meetings, conferences, workshops, and other staff development activities as needed.

Participates in the District Truancy Project activities: Student Attendance Review Board (SARB), School Attendance Review Team (SART) and other student attendance activities.

Collaborates with school community liaisons to provide family resources and programs.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to, receives direction from, and is evaluated by the Executive Director, Accountability and Assessments.

Internal Contacts: Frequent contact with administrative staff and school site personnel.

External Contacts: Community partners and family members.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Effective program management compliance regulations.

Effective oral and written communication skills.

Effective use of technology and software programs to successfully perform essential job duties as assigned.

ABILITY TO:

Work effectively in individual and small group settings.

Work effectively in a multi-ethnic setting.

Develop and maintain effective working relationships with internal contacts and outside community partnerships.

Read, interpret and follow rules, regulations, policies and procedures.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee is sometimes required to

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stand; walk; climb or balance; and stoop, kneel, or crouch. The employee must regularly lift and/or move objects weighing up to 10 pounds and occasionally/frequently lift and/or move objects weighing up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

EDUCATION & EXPERIENCE:

Any combination equivalent to: (1) completion of two years of college with coursework in education, counseling, sociology or closely related field of study; (2) experience working with families of school-age children, and, (3) experience developing and delivering effective group presentations.

LICENSES & OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License, as well as a dependable mode of personal motorized transportation.

PREPARED BY:	Classified Personnel Department	DATE:	September 2006
APPROVED BY:	Board of Trustees	DATE:	October 5, 2006
APPROVED BY:	Personnel Commission	DATE:	September 2006
REVISED BY:	Personnel Commission	DATE:	January 27, 2015
REVISED BY:	Personnel Commission	DATE:	November 27, 2018