



# SUPPORT SPECIALIST

## FAMILY ENGAGEMENT

### JOB DESCRIPTION

**JOB TITLE:** Support Specialist - Family Engagement  
**REPORTS TO:** Director of Communications and Human Resources  
**LOCATION:** Education Support Services

**FLSA STATUS:** Exempt  
**PAY GRADE:** SAT 07  
**DAYS:** 260  
**JOB ID & DATE:** SAT-25, May 2023

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### JOB PURPOSE SUMMARY

The Family Engagement Support Specialist is responsible for facilitating and coordinating a robust community relations strategy, with a particular focus on building relationships with community partners, civic engagement, community outreach, event planning and engaging Adams County residents. The Liaison will reach out to community members and create opportunities for them to engage and be a part of our civic fabric. This role will be crucial to increasing community trust and involving Adams 14 residents in defining the district's future. Will work with campus based Parent Liaisons to develop and implement initiatives that increase accessibility and transparency with a focus on practices that promote equity, diversity, and inclusion.

### REQUIREMENTS

#### Education Level Details

Bachelor's degree in community relations, political science, education or communications or equivalent experience

#### License / Certification / Language Required

Valid Colorado special services license with appropriate endorsements preferred  
Colorado teaching certification preferred.

#### Work Experience Required

Project management experience with administrators  
Experience working with students and families from historically underserved communities

#### Other Skills and Abilities Required.

Oral and written communication skills.

Critical thinking and problem-solving skills.

Bilingual oral and written communication skills preferred.

Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.

Ability to communicate with students, parents/guardians, staff, and community members.

Ability to maintain confidentiality in all aspects of the job.

Ability to manage multiple priorities.

## KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

### General

- Increases parent involvement in the school by working closely with all school, parent and community organizations; Supports student activities by assisting with targeted events to increase parental and community involvement, and creates a welcoming school environment to parents aligned with the district mission and values; communicate with staff and faculty to identify volunteer opportunities.
- Serves as facilitator during regular parent meetings and events around topics of key concerns to parents.
- Parent liaison to administration for projects, events and fundraisers.
- Manage campus based Parent Liaisons
- Develop, plan, and manage district events including but not limited to: Rally, State of the Schools, Mid-Year Rally, Employee Recognition and Retirement, Memorial Day Parade and others.
- Monitor weekly communications from campus Parent Liaisons and ensure positive stories, events, and activities are communicated to the district level communications department.
- Provide IC support and training sessions for parents

### Capacity Building & Support

- Recruit, cultivate, develop, and support a group of parent leaders to manage parent volunteer activities.
- Support and provide input to the School Leadership Team and regularly attend meetings.
- Build and maintain relationships with parents, teachers, administrators, students, and community members.

### Planning and System Development

- Develop systems and procedures for recruiting, developing and managing parent volunteers.
- Partner with school principals and department directors to develop vision and strategy for parent involvement.
- Help coordinate mid-year and end-of year parent surveys to assess where we can provide more direct support to them, solicit critical feedback, and gauge their level of engagement.

### Outreach

- Routinely reach-out to prospective and newly accepted families to keep them engaged, excited and informed about the school.

### Organizational Alignment

- Demonstrate knowledge of, and support the district’s mission, core values, standards, competencies, and code of conduct outlined in the strategic plan.
- Commitment to become an active participant in the school community – attending school competitions, performances, assemblies, and extracurricular activities.

### Budget

- Manage budgets for all funds associated with the program.
- Maintain accurate inventory and purchasing records.

### Safety and Training

- Establish and implement entry level and ongoing training programs for team members.

### Documentation

- Maintain accurate documentation.

### Other

- Perform other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Staff members assigned to the team.

## **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_