

JOB DESCRIPTION

San Diego County Office of Education

FAMILY & COMMUNITY ENGAGEMENT SPECIALIST, WHOLE CHILD AND COMMUNITY DESIGN

Purpose Statement:

The Family and Community Engagement Specialist, Whole Child and Community Design serves as the county lead in coordinating county staff efforts in designing support for district/site administration to plan, develop, implement, and evaluate authentic community/family engagement strategies. Additionally, the Family and Community Engagement Specialist will serve as a liaison between state, county, district, community, and government agencies that support historically underserved student populations.

Diversity Statement:

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, and being accountable for one's actions and the resulting 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/family engagement and education.
- Assists in creating and developing SDCOE's family and community engagement strategy
- Serves as a county liaison to state, county, and district community organizations that support historically underserved/marginalized student populations.
- Organizes and distributes key information and resources to build local educational agency (LEA) capacity in family & community engagement through networks, website, and other modes of communication.
- Provides guidance to LEAs and family-serving organizations on best practices pertaining to the design, implementation, and evaluation of programs, events, and trainings that involve community and families in school activities such as parent advisory councils, advisory committees, parent education programs, workshops, and social service programs.
- Develops and maintains a repository of best practices, resources, tools, etc. that are disseminated to school districts and family-serving agencies.
- Develops and curates resources for LEAs and school sites in developing a whole-child approach to authentic family and community engagement.
- Provides technical assistance to LEAs and family-serving organizations on best practices for data collection, recruitment, and sustained family and community engagement.
- Analyzes data to determine community/family engagement trends and efficacy of programs and prepares reports as necessary for SDCOE's alignment of services to LEAs and the community.
- Develops and delivers presentations on community/family engagement, involvement practices, and programs, at meetings, conferences, in-services, and workshops.

- Collaborates with SDCOE departments to develop program content and serve on advisory committees in county-wide, state- and federally mandated meetings (e.g. Latinx Advisory, African-American Advisory) regarding required family engagement and involvement practices.
- Identifies and contacts appropriate public and private agencies to develop partnerships and services to students and 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 family and or community training programs, facilitating school relationships with diverse community groups, connecting students with community service agencies, or serving as an advocate for students and families. Previous experience working at a county office of education preferred; 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 family training programs, facilitating school relationships with diverse community groups, connecting students with community service agencies, or serving as an advocate for students and families. Previous experience working at a county office of education preferred.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver’s License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Classified Management, Grade 030

Personnel Commission Approved: March 17, 2021

Revised: 09/2023; 01/2025