



MONONA GROVE

SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716

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www.mononagrove.org

Position Description

Position Title:	Student and Family Engagement Specialist
Department / Location:	School Building
Reports to:	Building Principal and Assistant Director of Student Services
Employees Supervised:	None
Classification:	10-month
Status:	Exempt
Created / Revised:	May 2025
Board Approved:	N/A

Position Summary

Under the direction of the Building Principal and the Assistant Director of Student Services and Equity, the Student and Family Engagement Specialist supports students and families in the assigned school building and will focus on direct student support and identity development, as well as partnering with staff to support school culture and climate with the goal of meeting the diverse needs of students and families.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

1. Serve as a liaison for students and families of color and other historically unserved groups between school and community resources.
2. Work with building and district administration and student services staff to promote community engagement for staff, students and families.
3. Partner with Student Services team members to improve student achievement and engagement.
4. Develop and implement culturally responsive targeted supports and opportunities for students impacted by the opportunity gap.
5. Facilitate goal setting and post-secondary planning with students of color and other historically unserved groups.
6. Partner with student services and district leadership to plan and deliver professional learning experiences that advance equity.

7. Collect and analyze a variety of data to monitor progress towards the mission and vision of the District.
8. Active Member of School - strategically embedded in multiple school teams, work with administration during high needs of supervisory times.
9. Perform other duties as assigned by the Building Principal and/or Assistant Director of Student Services and Equity

Knowledge, Skills and Abilities

1. Ability to develop positive, constructive rapport with students, staff, parents and members of the community.
2. Ability to maintain confidentiality.
3. Able to communicate clearly to multiple stakeholders.
4. Able to collect and analyze data
5. Great organizational skills.
6. Able to work independently as well as collaboratively in a team setting.
7. Evidence of stellar interpersonal and collaborative skills.
8. Ability to work under pressure to meet deadlines.
9. Empathy and understanding of critical student situations.
10. Ability to assume responsibility for routine decisions in the absence of an immediate supervisor.

Working Conditions

1. School/Community environment.

Physical Requirements

1. Must be able to converse with administrators, staff, parents, and public and must be able to exchange accurate information with such individuals.
2. Must be able to sit or stand for prolonged periods.
3. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
4. Must be able to move throughout the building and from building to building.
5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
6. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
7. Must be able to review written materials in print and electronic formats.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

Education and Experience

1. Experience working with middle or high school age students in a school or co-curricular setting.
2. Knowledge of current research on gaps in student achievement and disproportionality.
3. Expertise and leadership in multicultural education, teaching for diversity and social justice, or a similar body of practice.
4. Success working with diverse student populations.
5. Education: Bachelor's Degree and/or Coursework in Education or related fields preferred.

Licenses and Certifications

1. Hold a valid WI drivers license.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.