

Job Title:

Bellevue Union School District

PositionTitle:	Family Engagement Facilitator	Department:	
FSLA Classification:	Non-Exempt	Bargaining Unit: CSEA	Classification: Classified

Salary Grade:	Classified Salary Schedule Range _____	Work Calendar	11 month
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Reports to:		Board Approval Date:	
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General Description

Under general supervision of the school administrator, serves as a liaison between all stakeholders to address student issues, including, but not limited to academics, attendance, truancy, residency, and behavioral and home situations.

The Family Engagement Facilitator works closely with the legal administration of state, district, and site-level programs that serve English Learners, Low Income Students, and Foster Youth. The facilitator assists the site administrator in planning, organizing, and scheduling assessment activities, such as but not limited to the administration and scoring of California's current English Language Proficiency Assessment; maintains a variety of logs, records, and files of assessment and student data; prepares student forms for reclassification, and monitors students.

The Family Engagement Facilitator provides assistance and information to parents and makes referrals to appropriate community resources and public assistance agencies. The facilitator finds solutions, performs child safety checks, facilitates parent involvement in school activities; and is able to perform a variety of tasks relative to assigned area of responsibility, including but not limited to skilled clerical tasks in support of the district programs.

The facilitator is able to translate oral and written materials accurately and fluently in both English and Spanish; send parent communications regarding student issues, testing, and program placements.

Organizational Relationships

Directly Responsible to:	Administrator assigned to oversee the Family Engagement Facilitator
Supervision Over:	Does not supervise.

DUTIES AND RESPONSIBILITIES:

The Family Engagement Facilitator is expected to perform all or any combination of the following duties:

- Collect, monitor, and manage student data related to English Learners
- Maintain all student records and files in an appropriate and confidential manner
- Facilitate the completion of state and federal reports related to English learners
- Facilitate and support the reclassification process

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- Generate reports with English learner data
- Provide support to District and site level meetings which may include, but are not limited to, DELAC and ELAC meetings
- Assists with Student Study Team (SST) & Language Assessment Team (LAT) processes, including translating and recording information
- Prepares SST and LAT schedule for administrators, staff, faculty, and parents
- Helps coordinate and attends meetings and appointments
- Prepares information, packets, and materials; researches, gathers, and inputs data
- Invites parents by mail and phone
- Administers individual and group tests
- Maintains the inventory of office supplies for the district testing program
- Assists with parent learning opportunities
- Helps coordinate and attends family engagement evenings
- Helps to coordinate community programs like, but not limited to, Redwood Food Bank Program
- Refers parents to appropriate community resources
- Provides information to individual students and parents periodically informing them of competency progress, requirements still to be met, and other pertinent information
- Creates and/or translates correspondence to parents, students, teachers, and administrators
- Performs other related work as assigned

REQUIREMENTS

Abilities/Skills/knowledge:

- Use standard office procedures and equipment, including the preparation of business correspondence, filing, and standard office equipment operations;
- Use Microsoft Office and Google Drive programs;
- Maintain detailed documentation;
- Routine record keeping;
- Exercise good judgment, use discretion, work independently, and maintain confidentiality;
- Good oral and written communication skills in English and Spanish;
- Simultaneous and consecutive interpretation techniques;
- Understand and carry out oral and written instructions;
- Relate positively to students, staff, and public;
- Learn and follow the practices, rules and regulations of the District;
- Maintain flexible scheduling
- Support after-hours training

Education:

- High School Diploma or General Education Diploma (GED)
- College coursework in related subjects (experience may substitute for college)

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RESPONSIBLE TO:

- Administrator assigned to oversee the Family Engagement Facilitator

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed are representative of, but are not intended, to provide an exhaustive list of Physical Abilities and Other Conditions of Employments and Associated Tasks which may be required of this position.

The Bellevue Union School District encourages persons with disabilities who are interested in this employment and need reasonable accommodations if those disabilities to contact the Superintendent for further information.

PHYSICAL DEMANDS

Vision (which may be corrected):

- Read small print
- See small objects at a distance of 2 feet

Hearing (which may be corrected):

- Have tolerance to be exposed to noisy conditions
- Understand speech over telephone

Speech:

- Speak with a level of proficiency and volume to be understood over the telephone and in face-to-face contacts

Upper Body Mobility:

- Manipulate fingers, twist, and bend hands at wrist and elbow
- Use hands and fingers to feel, grasp, and manipulate small objects

Strength:

- Lift, push, and/or carry objects which weight as much as 40 pounds on a frequent basis

Environmental Requirements:

- Occasional work interruptions
- Work cooperatively with others
- Work inside

ASSOCIATED TASKS

To perform tasks as to:

- Create and maintain files
- Read a computer screen

To perform tasks as to

- Work in a school/classroom setting
- Answer telephones

To perform tasks as to:

- Answer questions and transmit information to students, staff, parents, and others
- Work instructionally with students

To perform tasks as to:

- To hand out and receive forms
- Use a computer to word process and enter data

To perform tasks as to:

- File and retrieve student records

To perform tasks as to:

- Gain cooperation of staff
- Perform clerical support work in a school

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Mental Requirements:

- Accurately transcribe information
- Direct students
- Math skills at basic Level
- Perform scheduled work

To perform tasks as to:

- Read, write, understand, and apply routine information
- Read reference materials and instructions, compose reports
- Maintain records
- Transfer information to forms
- Process information quickly and make quick and effective decisions
- Decision-Making
- Listen and retain information accurately
- Write and compose information in an organized manner