San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Family Engagement Specialist	**Exemption Status:**	Exempt
Reports to:	After School Program Director	**Pay Grade:**	G1
Works with:	District Personnel / Public	**Days:**	226
Dept. /School:	District Wide	**Date Revised**	03/11/2020

Primary Purpose:

Responsible for coordinating and supervising after school activities at assigned campus.

Prerequisites:

- High school diploma or equivalent with some college hours
- Good organizational and leadership skills
- Ability to work well with people

Special Knowledge/Skills:

- 2 years' experience in adult education
- 2 years' experience in education field

Major Responsibilities and Duties:

1. Implement Afterschool Program Grant

2. Plans, coordinates, and implements a Family Engagement Program in each center

3. Works closely with the center and the Parent Teacher Organization

4. Plans and organizes Family Support Service workshops

5. Promotes parent and community volunteers at the center

6. Works closely with at-risk students to ensure they receive continued support for their educational goals

7. Informs families of community resources that could provide needed assistance.

8. Develops Family Resource Centers to check out periodicals, videos, books and educational games/materials for the entire family.

9. Performs other duties as assigned

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ **Date** _____

Administrator Signature: Nate Carman, Ed.D **Date** 4/28/2020