



Job Title: Family School Facilitator

Supervisor: Reports to Building Principal

Terms of Employment: 185 days

Job Summary:

To generate as much parental involvement as possible in Title I elementary and middle schools in Horry County.

Essential Duties:

- Recruit/coordinate volunteers/mentors.
- Collaboration with community agencies.
- Initiation, implementation and evaluation of the Title I Involvement Component will be accomplished by the Family School Facilitator. In order to successfully complete Title I efforts, the following methods and procedures will be utilized by the Family School Facilitator.
 - Complete and document all state requirements regarding parent involvement component for the district.
 - Work closely and in conjunction with the Title I Director in planning, implementing, and evaluating the parent education program.
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 - Work in conjunction with all Title I administrative personnel in implementing all Title I requirements.
 - Promote parent involvement in the parent education program by dissemination of information through district-developed brochures, newsletters, media releases and other appropriate means.
 - Work closely with a selected committee of parents to determine the parent& perception of their needs and how the school district can best meet those needs.
 - Provide training for parents based on results of a needs assessment designed by the parent& committee as well as other activities which will enhance the total Title I program.
 - Attend appropriate Title I workshops and training sessions on local, state, and national levels.
 - Participate in Title I workshops and training sessions as requested.
 - Attend local Title I developmental meetings.
 - Assist in writing the Title I parent involvement activities and School Compacts.
 - Make home visits to families as needed.
 - Transport Parents/Students. Community liaison.



Other Duties:

Perform any other related duties as assigned by the Principal or other appropriate administrator.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or abilities required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Candidate must meet requirements for a paraprofessional, which includes the Parapro Test, or hold an Associates degree or 60 college credit hours.
2. Knowledge, skills, and abilities of this job include the following:
3. Communicate effectively with people either through verbal or written communication.
4. Develop written reports and correspondence.
5. Knowledge of Microsoft Word and Excel.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk, and is frequently required to reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl. The employee will have to operate a motor vehicle in order to visit families, transport parents/students, and accomplish some tasks in the community.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 75 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Ability to climb ladders
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:



The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be conducted in work-related community settings, and/or occasionally performed on study trips away from school. Duties may also be conducted in home settings when conducting visits to families.

Pay Grade: 103

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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