Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Student, Parent, and Community Engagement Specialist**

Qualifications:

Credentials: Valid certification in social work, counseling, education, or related field preferred.

Education: Minimum of Bachelor's degree in social work, psychology, education, counseling, communications, or a related field required.

Training or Experience Required: Experience working with students and families in a school or community setting preferred. Knowledge of family engagement practices, community outreach, and federal programs (e.g., ESSA, McKinney-Vento) preferred. Bilingual skills desirable.

Special Skills, Knowledge, Abilities:

Communication:
Strong interpersonal and communication skills to effectively engage students, families, staff, and community partners. Ability to compose correspondence, facilitate meetings, deliver presentations, and provide clear and accurate information.

Family & Community Engagement:
Knowledge of best practices in family engagement, culturally responsive communication, and strategies to support diverse populations. Ability to build trust and foster positive relationships with families from varied cultural, linguistic, and socioeconomic backgrounds.

Data & Record Keeping:
Ability to collect, maintain, and analyze data related to student support services and family engagement initiatives while ensuring confidentiality.

Reading and Interpreting:
Ability to read and interpret policies, student records, and educational documents, including IEPs and other sensitive information.

Technology:
Proficiency in using technology for communication, data tracking, and program implementation. Ability to maintain documentation and communicate effectively with stakeholders.

Reports To: Director of Student Services or Superintendent Designee

Job Goal (Purpose of Position): The Student, Parent, and Community Engagement Specialist serves as a liaison between school, home, and community. This position supports student success by developing and implementing strategies that promote meaningful family engagement, improve student attendance and achievement, and connect families with school and community resources. The specialist collaborates with school staff and community partners to address academic, social, emotional, and behavioral needs of students and families, ensuring equitable access to educational opportunities.

Contact with others: This position requires regular contact with students, parents/guardians, school staff, district personnel, and community organizations. The employee must maintain strict confidentiality while building collaborative relationships to support student success.

Performance Expectations:

1. Serve as a liaison between students, families, school staff, and community agencies.
2. Develop and implement outreach strategies to engage families and promote participation in school activities and programs.
3. Provide resources and support to families to enhance students' academic, social, and emotional success.
4. Coordinate and facilitate family engagement events, workshops, and trainings aligned with school and district goals.
5. Collaborate with teachers, counselors, and administrators to identify and address student and family needs.
6. Assist families in navigating school systems, policies, and available programs and services.
7. Support efforts to improve student attendance and reduce barriers to consistent school participation.
8. Conduct home visits, as appropriate, to build relationships and provide direct support to families.
9. Partner with community organizations to connect families with services such as housing, healthcare, and social support.
10. Maintain accurate and confidential records of services, contacts, and program outcomes.
11. Participate in school-based teams, including Student Support Teams (SST), and contribute to intervention planning.
12. Promote culturally responsive practices and support a welcoming school environment for all families.
13. Assist with compliance and reporting requirements for federal, state, and district programs.
14. Develop and distribute materials and resources to support family engagement initiatives.
15. Provide guidance and training to staff on effective family engagement strategies.
16. Advocate for students and families to ensure equitable access to educational opportunities and services.
17. Participate in professional development to remain current on best practices and relevant laws/policies.
18. Support identification and assistance of students and families experiencing homelessness or crisis situations.
19. Create and maintain family resource centers or outreach materials at assigned sites.
20. Other duties as assigned.

Supervision exercised: None

Physical/Mental Requirements and Working Conditions: Must be able to communicate effectively in person and by telephone. Requires travel between school sites and occasional home visits. Ability to sit, stand, walk, and use standard office equipment. Occasional evening or weekend work may be required

for family engagement events. Works in high stress and fast pace environment. Ability to prioritize and multi task, be able to resolve interpersonal conflicts, and with challenging situations/people.

TERMS OF EMPLOYMENT:	Hours equivalent to 182 days as coordinated by district and site administration or designee .
SALARY:	To be established by the Board.
EVALUATION:	Performance of this job will be evaluated in accordance with the provisions of Board Policy.

Approved 05/11/2026