



## FAMILY INVOLVEMENT SPECIALIST

### Purpose Statement

The job of the Family Involvement Specialist was established for the purpose/s of enhancing success of non or limited English speaking students; enlisting parental involvement in students' educational programs and school site activities; providing translations of written material and verbal exchanges; and facilitating positive parent, school and student relationships.

This job reports to the School Site Principal

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### Essential Functions

- Assesses family and student needs for the purpose of developing an action plan to remove barriers to student success.
- Assists parents in locating and enrolling in skill development courses (e.g. ESL classes, nutrition / cooking, computer training) for the purpose of promoting parental effectiveness and student achievement.
- Orients students and families for the purpose of establishing familiarity with program, services and required processes and/or assisting them in assimilating into the culture.
- Provides direct assistance to families with parents on behalf of school (e.g. attendance and homework issues, available programs/services, completing paperwork, etc.) for the purpose of emphasizing school priorities and/or ensuring that an ongoing partnership between the home and school is formed.
- Provides tutoring assistance, as needed, to assist students who speak a second language with academic/educational support.
- Confers with teachers, parents and/or appropriate community agency personnel (e.g. Social Services, health department, etc.) for the purpose of assisting in evaluation of students' progress and/or making appropriate referrals.
- Collaborates with support teams to develop programs and partnerships which address the needs of students and families for the purposes of providing needed assistance.
- Organizes, facilitates, and translates/interprets meetings, workshops and other parent/leadership activities for the purpose of facilitating communication and conveying/gathering information required to perform functions.
- Meets regularly with school staff to share expertise (academic goals; family programs, events and opportunities, etc.) to maintain communication between families, community partners, schools and other personnel.
- Conducts surveys and gathers a variety of data to strengthen parent-school partnerships and to use in the development of high quality training sessions.
- Develops and provides high quality training sessions and workshops to families based on needs assessment and goals of the school/District.
- Collects documentation to insure Federal compliance and works closely with ESEA program specialists to promote family and community programs.
- Responds to a variety of inquiries for the purpose of providing information, facilitating communication among parties and/or providing direction.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



# Williamson County Schools

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## Job Requirements: Minimum Qualifications

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing activities; preparing and maintaining accurate records; utilizing standard office equipment including utilizing pertinent software applications; and fluency in target language.

KNOWLEDGE is required to perform basic math, read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: community resources and principles of a community services program; target language; and concepts of grammar and punctuation.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; communicating with diverse groups including those with limited English proficiency; maintaining confidentiality; setting priorities; and working flexible hours.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is often required to perform the job's functions.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.



**EXPERIENCE:** Job related experience is preferred.

**EDUCATION:** High School diploma or equivalent.

**EQUIVALENCY:** None Specified

**REQUIRED TESTING:**  
Pre-Employment Drug & Alcohol Screening

**CERTIFICATES & LICENSES:**  
None Specified

**FLSA STATUS:**  
Non Exempt

**CONTINUING EDUCATION / TRAINING:**

**CLEARANCES:**  
Criminal Justice Fingerprint/Background Clearance

**SALARY GRADE:**  
Classified