

Jordan School District
LICENSED JOB DESCRIPTION

Job Title: **Parent and Outreach Specialist (324)** FLSA Classification: Exempt
 Department / Location: District/Schools Contract: 207 Days
 Supervisor's Title: Admin. Equity and Compliance Evaluation Type: Teacher Specialists
 Original date: 10/23 Revised: _____ Revised: _____ Revised: _____

GENERAL FUNCTION

Under the direction of the Administrator of Teaching and Learning and the Alternative Language Services Consultant, the **Parent and Outreach Specialist** will collaborate on parent engagement efforts in all schools, especially in Title I schools. Will train principals on dual capacity building framework working along the continuum from involvement to engagement and ultimately to empowerment. Will develop with principals a strategy to implement the framework. Will provide training to employees and employee groups.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
 - Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).
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- Collaborate on parent engagement efforts in all schools, especially in Title I schools.
 - Train principals on dual capacity building framework working along the continuum from involvement to engagement and ultimately to empowerment. Develop with principals a strategy to implement the framework.
 - Meet daily with ethnic and culturally diverse students, parents and employees and provide a variety of services to address their needs and concerns.
 - Collaborate with various department and school personnel to integrate services for ethnic and culturally diverse parents and students
 - Create a systemic process including the integration of events, individual contact, and teamwork to link these interactions to learning.
 - Provide training and coaching to teachers about family engagement.
 - Conduct home visits to work with parents increase parent engagement. Track data to guide program changes.
 - Create Academic Parent Teacher Teams in association with the Parent Teacher Association to increase parent involvement and engagement.
 - Make sure funds comply with Every Student Succeeds Act (ESSA) rules.
 - Explore options to compensate teachers for home visits with approval from principals.
 - Communicate and co-develop School goals and activities to ensure parent and community engagement.
 - Requires frequent attendance/participation in after-hours parent/student events.
 - Travel using own means of transportation.
 - Assist District administration in the development of resources to address a variety of ethnic and cultural diversity, family needs.
 - Evaluate equitable access for family engagement practices and activities
 - Evaluate District policies and procedures to ensure ethnic and culturally diverse students and families have equitable opportunities.
 - Assist and collaborate with Title I schools and community centers to maintain family engagement

- Design and lead professional development opportunities for a variety of employees in an effort to enhance their knowledge of family engagement
- Effectively use technology as a tool for instruction, assessment, engagement and support for teacher and administrator learning.
- Support the local End Goals of the Jordan School District Board of Education, State Standards, and all State and Federal Laws.
- Evaluate the alignment of local and state standards and make appropriate recommendations to address equity issues and/or gaps for ethnic and cultural diversity families and students.
- Maintain knowledge of current research, professional development, training, critical issues in the area of ethnic and cultural diversity, family engagement and resources.
- Coordinate and execute the research-based development, implementation and assessment of methodologies/models targeting family engagement operations.
- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation of Licensed Personnel.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Follow District procurement guidelines with administrative approval.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- While performing the duties of this job, the specialist is regularly required to speak, hear and communicate with students, employees, patrons and other stakeholders. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The specialist is occasionally required to use hands to handle or feel. May be required to climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds to move classroom materials.
- Visual abilities to see and supervise students.
- Adhere to contract time. Requires daily attendance at assigned work location.
- Other duties and responsibilities as assigned by the principal/administrator.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

QUALIFICATION REQUIREMENTS

- Requires compliance with USBE state license requirements. Specific endorsements may be required based on the focus of the position (i.e. Math, Science, Gifted and Talented, STEM, English as a Second Language, etc.).
- Requires a minimum of five (5) successful years of instructional experience in a public school.
- Broad knowledge of content, instruction and assessment with the ability to facilitate adult learning, coach peers, and utilize data for improvement.
- Strong understanding of educational research and use of data to make programmatic and instructional decisions.
- Professional communication skills including, but not limited to: listening, verbal, writing, and presenting.
- Requires effective interpersonal and collaboration skills for working effectively with individuals and groups at all levels within the District. Requires effective leadership

- skills, which include problem-solving, organization, multi-tasking, and time management.
- Demonstrate an understanding of ethnic and cultural differences among students and employees, and utilize this knowledge to motivate and extend learning opportunities for individuals.
 - Requires proficiency in the formative assessment cycle and be able to find or create appropriate resources for this purpose.
 - Must be proficient in the analysis of formative and summative assessment results, in order to make appropriate interpretations and communicate results to appropriate and varied audiences.
 - Must be able to provide own transportation, as position requires travel from school to school on a daily basis.
 - Fulfill the employee immunization requirements or complete the applicable health department exemption form if required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers, standard machines used in a teacher workroom.