Job Title: Facilitator Parent Engagement – Title I  
Exemption Status/Test: Exempt

Reports to: Federal Grant Manager  
Date Revised: July 1, 2019

Dept. /School: Special Programs Department

Primary Purpose:
To promote and advance parent and family participation on Title I campuses, provide Title I campus with staff with strategies to increase and strengthen two-way communication with parents, and to provide parents with the skills necessary to increase their child’s academic success.

Qualifications:

Education/Certification:
- Master’s degree in education or relevant field
- Valid Teacher Certification

Experience:
- Minimum five (5) years’ successful experience in education with at least three years’ classroom teaching experience
- Experience working with families
- Experience working with diverse populations

Special Knowledge/Skills:
- Knowledge of Title I, Part A parent and family engagement requirements and best practices
- Ability to interpret data
- Strong communication, organizational, and interpersonal skills
- Bilingual preferred (Spanish)
- Ability to work nontraditional hours including after school, evening, and Saturday

Major Responsibilities and Duties:

1. Develop and implement programs and activities to increase parent and family engagement on Title I campuses.
2. Support district and campus Title I, Part A parent and family engagement efforts to ensure compliance requirements are met and well-documented. This includes, but not limited to, support with annual Title I parent meeting, written Parent Involvement Policy (district and campus), School-Parent Compact, Parent and Family Engagement Survey, Parents’ Right to Know Teacher and Para Qualifications and Parents’ Right to now Student Achievement.
3. Facilitate district Parent Advisory Committee meetings to review and revise District Parent Involvement Policy.
4. Develop a series of family and parent training sessions and programs to increase family engagement and capacity for involvement.
5. Identify best practices and develop a toolkit for educators to increase two-way communication between school and home.
6. Consult with Title I principals and school leadership to develop activities that encourage and engage parents to become full partners with the campus.
7. Lead assigned campus contacts to develop strategies and training that address campus-specific parent and family engagement needs.
8. Provide parents with information regarding ways to partner with Title I campus and support child’s social, emotional, and academic growth.
9. Stay current on new developments and research in parent and family engagement by reading publications, attending professional conferences, and networking with surrounding school districts.
10. Serve as a resource for school related organizations, including Parent Teacher Association, etc.
11. Assist with securing translation services for Spanish speaking parents at parent meetings and other campus and/or district activities.
12. Maintain accurate records on statistics of parents served, program evaluation, and other supporting documentation, as necessary.
13. Comply with time and effort reporting requirements.
14. Perform other duties as assigned and as allowable under federal program guidelines.

**Supervisory Responsibilities**

None

**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, frequent keyboarding and use of mouse; occasional reaching
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds)
- **Environment:** Frequent travel
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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