

FAMILY ENGAGEMENT SPECIALISTS

REPORTS TO:	DIRECTOR OF THE STATEWIDE FAMILY ENGAGEMENT CENTER
PRIMARY LOCATION:	REMOTE, LOUISIANA
POSITION TYPE:	FULL-TIME, EXEMPT
<i>Be sure to consult The Center's Organizational Structure & Description</i>	

Summary

The Center for Literacy & Learning (“The Center”) seeks to fill three (3) positions of Family Engagement Specialist (“Specialist”) for the LA-SFEC: Advancing Meaningful Family-School Engagement. A member of the Statewide Family Engagement Center team, the Family Engagement Specialist serves as a key team member and an active participant in delivering robust, expert-level programs statewide. The Family Engagement Specialist is essential to developing a statewide family engagement framework to increase support for families and educators. The Family Engagement Specialist provides information and support to families with children in schools both related and unrelated to reading through the facilitation of workshops, hands-on learning opportunities, parent-focused learning, creation of digital and printable resources, and the development of educator-focused family engagement support. This is a federal grant-supported program. One Specialist must be bilingual, Spanish-speaking.

Position Responsibilities & Core Functions

- Provide expertise to all family literacy-related programming, including the development of future programs
- Develop, provide, and/or facilitate instruction, mentoring, and coaching; large and small professional learning groups; facilitate study groups; and model best practices to educators, educational administrators, parents, and stakeholders.
- Facilitate program activities and provide opportunities for family involvement and engagement
- Supports social, emotional, and mental health issues critical to the project
- Work to support with underserved populations of students and families
- Facilitate, deliver, and support all family and community program opportunities of the SFEC
- Provide support to district-level, school-level, and state-level family liaisons
- Coordinate strategic efforts and communications with grant partners, stakeholders, and staff
- Implement program evaluation efforts, working closely with the Director of Evaluation & Data
- Coordinate parental education services and workshops
- Provide technical assistance to teachers and family-focused educators
- Create, develop, refine, select, and distribute professional learning materials and resources as deemed beneficial
- Maintain appropriate data collection, records, reporting, and files as required for clients/agencies
- Keep abreast of current evidence-based research and industry trends and developments
- Collect and maintain records on key tasks, activities, and participants
- Provide support both in person and virtual
- Produce articles and written materials on appropriate topics for public dissemination as requested
- Support the implementation of the family engagement component of school-based and district-based literacy plans
- Be sensitive to the interrelationships of both people and functions within the organization
- Provide leadership and guidance, while promoting a positive work culture, to assigned staff and all members of The Center
- Fully comply with board-approved policies and corresponding procedures
- Contribute to team efforts to complete other daily tasks and meet pending deadlines
- Provide and/or lead other services and priorities of The Center as directed by the President and CEO

Qualifications

- One Specialist must be bilingual, Spanish-speaking.
- Degree from an accredited educational institution
- Certification in education, or related field (social work, counseling, etc.), with a minimum of seven (5) years of successful professional experience
- Experience in presenting educational training programs with demonstrated knowledge and practice in the areas of parent engagement, home-school relationship building, and evidence-based intervention and supports
- Knowledge of LDOE, BESE, and local school policies and practices as they relate to evidence-based teaching practices
- Knowledge of child growth and development – specifically language and literacy development including related disorders – for children from birth to high school
- Awareness of diverse learner needs, including cultural and developmental
- Knowledge related to adult learning – including those from special populations (preferred)
- Proven strategies, methods, and results working with families
- Excellent verbal and written skills
- Excellent interpersonal and organizational skills
- Maintains a “team first” professional approach
- Works well in a fast-paced environment
- Ability to work independently and communicate effectively

Physical Demands/Requirements

- Flexible work hours depending on operational and programmatic needs. Evening and weekend hours may also be required, occasionally.
- The ability to see, speak, hear, write, and move to execute job responsibilities at The Center office and in the broader community
- Travel required in-state (Louisiana)

Environmental Conditions

- Spend time at the in-home office, physical office locations, and in the field.
- Work occasionally at school and community events, some of which may take place outdoors.
- Must have reliable, insured private transportation.
- Must pass an extensive criminal background check.

Compensation and Benefits

The salary range for the Family Engagement Specialist position is \$50,000-\$60,000. Salary depends on relevant experience. The Center’s policy offers a full suite of benefits including generous sick and vacation leave, holiday closures, health and dental benefits, as well as a retirement matching program.