# JOB DESCRIPTION

**POSITION TITLE:** Family and Community Support Specialist  
**JOB CODE:** 408V  
**DIVISION:** Accountability & Research  
**SALARY SCHEDULE:** Office Clerical/Technician  
**DEPARTMENT:** Alternative Education  
**REPORTS TO:** Family and Community Support Manager  
**FLSA:** Non-Exempt  
**PAY GRADE:** NZ00 Based on Rank VI (NC06)  
**PAY FREQUENCY:** Monthly  

**WORK DAYS:** 208  

**PRIMARY FUNCTION:** Works with parents, teachers, administrators, and community members to coordinate and advocate for ESOL and Title III families and community involvement; improves the communication among school personnel and non-English speaking parents.

## REQUIREMENTS:

1. **Educational Level:** High School Diploma or GED required
2. **Certification/License Required:** Valid Georgia driver’s license
3. **Experience:** 2 years experience in a bi-lingual environment required; must be fluent in English and Spanish
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities
5. **Knowledge, Skills, & Abilities:** Written and oral communication; computer skills; analytical skills

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

## ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Supports family and community involvement initiatives, its goals, and objectives throughout the local schools and the community.
3. Assists the Family and Community Support Manager with training staff who are working with Title III served families in their local school and within the community.
4. Assists in arranging translation and interpretation services for Title III served families.
5. Supports the Family and Community Support Manager to provide technical assistance to local schools in the use of programs to promote Title III served families and community involvement.
6. Assists with routine record keeping and program data.
7. Assists with meetings, trainings and events.
8. Provides support to ESOL/Title III/International/Immigrant students by providing specific resource information and other appropriate assistance to help students achieve their aspiration for educational achievement in light of language and cultural acquisition skills.
9. Performs other duties as assigned by the appropriate administrator.

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**Signature of Employee ______________________________ Date __________________________**

**Signature of Supervisor ______________________________ Date __________________________**