EMPLOYEE NAME: ___________________________  
Revised: 2/05; 8/12; 10/12; 10/14; 5/15; 8/15; 12/17; 3/18; 6/18; 12/18; 2/19

JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE: Family and Community Support Facilitator</th>
<th>JOB CODE: 397Z</th>
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</thead>
<tbody>
<tr>
<td>DIVISION: Academic Division/Teaching &amp; Learning</td>
<td>SALARY SCHEDULE: Professional/Supervisory</td>
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<tr>
<td>DEPARTMENT: Federal Programs</td>
<td>WORK DAYS: 208</td>
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<td>REPORTS TO: Supervisor, ESOL, Title III, Title I-C</td>
<td>PAY GRADE: Rank I (Based on NK09)</td>
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<td>FLSA: Exempt</td>
<td>PAY FREQUENCY: Monthly</td>
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</tbody>
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PRIMARY FUNCTION: Facilitates District-wide support services for school-home communications involving immigrant/refugee families; assists with and arranges the communication and translation of oral and written District/School ESOL/Title III policies and procedures associated with facilitating home-school connection, student mentoring and language and content support efforts; arranges and conducts bilingual workshops on a variety of issues associated with academic success, specifically preventing drop-out rate among EL students.

REQUIREMENTS:

1. Educational Level: Bachelor Degree or its equivalency required (2 years of similar work level experience = 1 year of college) - A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

2. Certification/License Required: None

3. Experience: Experience in a bilingual environment

4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities

5. Knowledge, Skills, & Abilities: Written and oral communication; Spanish or another Language preferred and English, computing skills, classroom organizational skills, knowledge of Title III policies and procedures and State BOE rules governing graduation rate requirements; Mock ACTFL OPI score of Advanced or Higher, or University Studies in a Foreign Language

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. Promotes and actively publicizes program services for EL and immigrant parents through local school contact interaction to ensure high attendance of parents in family engagement events.

3. Documents parent engagement procedures and activities; prepares reports to ensure evidence of compliance with Title III requirements.

4. Coordinates and assists administrators and teachers in organizing and implementing best practices for supporting students and families by cultivating a trusting relationship between home and school, particularly when schools can provide translation resulting in increased active parent participation in their children’s education.

5. Schedules, organizes, and provides tutorial lessons to students in math, social studies, science, and language arts at the instruction of certified personnel and leads motivational sessions with students; coordinates tutorial and mentoring efforts for ELs.

6. Develops and leads students/families’ workshops and meetings about career exploration, navigating American schools, parent-teacher relationships and expectations.

7. Builds and cultivates relationships with community-based organizations, e.g., Ser Familia, Latin American Association, Caminar Latino; ensures social and academic support for students, coordinates partnerships between these organizations and families to secure family literacy services, parenting classes, social services, and social and emotional well-being support for parents.

8. Schedules, organizes and provides support with computer skills and literacy to parents in their home language.
| 9. | Assists EL students during or after school in learning about study skills, such as note taking, the use of study guides, and how to review for tests. |
| 10. | Performs other duties as assigned by the Supervisor, ESOL, Title III, Title I-C. |

Signature of Employee ___________________________________________ Date __________________________

Signature of Supervisor __________________________________________ Date __________________________