

**EMPLOYEE NAME:** \_\_\_\_\_

 Revised: 2/05; 8/12; 10/12; 10/14; 5/15; 8/15; 12/17;3/18; 6/18;  
 12/18; 2/19:12/20

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Family and Community Support Facilitator- Title III	<b>JOB CODE:</b> 397Z
<b>DIVISION:</b> Academic Division/Teaching & Learning	<b>SALARY SCHEDULE:</b> Professional/Supervisory
<b>DEPARTMENT:</b> Federal Programs	<b>WORKDAYS:</b> 208
<b>REPORTS TO:</b> Supervisor, ESOL, Title III, Title I-C	<b>PAY GRADE:</b> Rank I (Based on NK09)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Works directly with parents of Title III served English Learners to enhance participation in Title III funded Language Instructional Education Programs (LIEPs) and accelerate their progress toward proficiency in English; works to improve the overall capacity of parents of English Learners to support the English proficiency and academic achievement of their children; collaborates with teachers, administrators, and community members to coordinate and advocate for family involvement; works towards improving measures of English Learners' academic achievement such as promotion and high school graduation rates.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor's 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 experience requirement.
2.	Certification/License Required: None
3.	Experience: Three years' experience working in a bilingual environment
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Advanced to superior written and oral communication skills in Spanish or another language other than English and English; university studies in a foreign language preferred; computing skills, classroom organizational skills, knowledge of Title III policies and procedures.

***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.	Works in close collaboration with the Supervisor, ESOL, Title III, Title I-C and Title III/ESOL Consultants to continuously monitor and support the implementation of Title III funded LIEPs; participates in regular meetings with vendors for Title III funded LIEPs; communicates student, family, and school needs to improve quality of LIEP implementation.
3.	Works directly with the parents and families of active English Learners served via a Title III funded LIEP to build the capacity of parents to support their children's participation, increase student participate in LIEPs, enhance the quality of LIEPs, and to accelerate progress toward proficiency in English for participating students; maintains appropriate documentation of all meetings, workshops, and activities supporting Title III.LIEPs.
4.	Supports school leaders and teachers in understanding, using, and improving the implementation of Title III funded LIEPs to supplement the state ESOL program.
5.	Works collaboratively with colleagues and the Supervisor for ESOL and Title III to continuously assess the needs of limited English proficient (LEP) parents and to design, plan, carry out, evaluate, and continuously improve virtual and in-person workshops and meetings for LEP parents on a variety of useful topics to increase their ability to support the English proficiency and academic achievement of their children; maintains appropriate documentation of all events and activities.
6.	Supports administrators and teachers in understanding and implementing best practices for supporting students and families by cultivating a trusting relationship between home and school.
7.	Performs other duties as assigned by the Supervisor, ESOL, Title III, Title I-C.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_