

ALEXANDER CITY SCHOOLS
JOB DESCRIPTION

JOB TITLE: Family and Community Engagement Facilitator

REPORTS TO: Deputy Superintendent for Teaching and Learning

Supervises: N/A

JOB GOAL:

To assist schools, administrators, and the Deputy Superintendent for Teaching and Learning with building capacity of parents.

QUALIFICATIONS:

1. Bachelor's Degree or higher from an accredited institution
2. Minimum of 3 years teaching experience
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PERFORMANCE RESPONSIBILITIES:

1. Provide technical assistance to the Deputy Superintendent for Teaching and Learning to implement Family and Community Engagement (FACE) program objectives, organize and maintain documentation, as well as assist in collecting data to complete reports to meet local, state, and federal guidelines.
2. Maintain confidential and sensitive information in a professional manner especially when serving as liaison between student, home, school, and community agencies in an effort to adequately meet the needs of students and families.
3. Communicate effectively and appropriately with all stakeholders including students, parents/guardians, colleagues, media, and community groups.
4. Disseminate information via the internet, e-mail, various media outlets, school activities, etc. to cultivate a community of learners who value collaborative problem solving in regard to improved academic achievement for all students.
5. Assist in creating an environment in which all instructional staff and appropriate others in the home, school, and community collaborate to increase academic achievement for all students.
6. Provide technical assistance to the person assigned FACE responsibilities at each school in reviewing the FACE component of the continuous improvement plan (CIP) to ensure that it follows current state and federal rules and regulations.
7. Provide technical assistance to the person with FACE responsibilities as each school in developing a tentative timeline of activities, organizing activities, expenditure of funds allocated for FACE, revising School-Parent Contracts as required, annual evaluation, and periodic review to ensure targeted activities are implemented.
8. Correspond weekly, or as needed, with the Deputy Superintendent for Teaching and Learning to discuss progress of school FACE activities, determine if any LEA needs are evident which need immediate attention, and expenditure of LEA FACE funds.
9. Coordinate and facilitate FACE training for the district and school committees.
10. Willing to attend district, state, or national FACE meetings to secure information which could assist schools in implementing and increasing FACE.
11. Assist in updating annually, implementing, documenting, and evaluating the LEA Title I FACE Plan.
12. Assist with requisitions and expenditures of Title I funds at the district and school levels.
13. Assist with coordinating and facilitating Title I Advisory Committees at the school and district levels.
14. Adheres to the Alexander City Schools Board of Education policy and administrative guidelines as well as state and federal guidelines and regulations.

- 15. Assists in providing effective leadership in planning, developing, implementing, and evaluating the instructional program.
- 16. Assists in interpreting and enforcing federal and state laws and state and local board policies.
- 17. Plans and accomplishes personal professional growth and demonstrates professional ethics.
- 18. Demonstrates proficiency in written and oral communication.
- 19. Assists in providing professional growth opportunities for staff.
- 20. Assists in communicating and clarifying the school’s mission to students, staff, and community.
- 21. Assists in providing a climate of high expectations for staff and students.
- 22. Performs other duties related to FACE as assigned by the Deputy Superintendent for Teaching and Learning so long as they are not in conflict with Board policy or Federal guidelines.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system’s approved compensation plan. Length of the work year and hours of employment shall be those established by the system.

THIS POSITION IS BEING FUNDED BY ESSER FUNDS. THEREFORE, THERE IS NO GUARANTEE OF FUNDING FOR THIS POSITION BEYOND THE FIRST YEAR.

EVALUATION:

Evaluation of job performance will be conducted in accordance with the current requirements set forth by the Alabama State Department of Education and the policy of the Alexander City Schools.

It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.

Signature: _____ Date: _____

Approved by Human Resources: _____ Date: _____

Last Revised: May 2021