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<b>Position:</b>	<b>Community and Family Engagement Specialist (CAFÉ)</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Educational Services</b>	<b>Pay Grade:</b>	<b>14</b>
<b>Reports To:</b>	<b>Director, Site Administrator</b>		

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### **SUMMARY**

Under the direction of the Director or administrative designee, the Community and Engagement Specialist (CAFÉ) will serve as a communications liaison between families, community agencies, and the school for engagement, technical assistance and family/student/community support. The CAFÉ Specialist will work with community members and families in providing referrals for community resources and information regarding District services.

### **DISTINGUISHING CHARACTERISTICS**

The CAFÉ Specialist is a support provider for parents and the community. Under programs goals and objectives, this position ensures community and family communication and engagement on behalf of the school site. This position requires knowledge of common community resources and the ability to produce effective trainings that meet the needs of families.

### **DUTIES AND RESPONSIBILITIES**

- Receives referrals and responds to requests for resources information and parent support.
- Develop and maintain meaningful, productive relationships with families.
- Assists in communicating with families via the District platform and social media.
- Assists with presentation of parent workshops for families on topics of interest and to enhance relations with the schools.
- Plan, organize and provide parent training as needed.
- Interprets services available to students and families within the district and community.
- Attends community-based programs and events to keep up with current trends and aware of other common resources.
- Assists families with tech support in commonly used district equipment and programs.
- Provides parent-to-parent support and invites parent participation in home-to-school and community-based volunteer opportunities.

- Serves as a liaison between school sites and the school community by serving as a translator and ability to provide and support parent's needs.
- Communicates with students and parents regarding attendance and related issues; makes home visits as needed.
- Performs other related duties as required in order to accomplish the objectives of this position.

## **QUALIFICATIONS**

**Knowledge and Skills:** Knowledge of the community and family engagement strategies. Knowledge of principles and techniques of public relations. Interpersonal skills using tact, patience, and courtesy. Skills to appropriately plan, organize, implement and evaluate a quality program. Requires knowledge of personal computer skills to send communications and record information. Skills to effectively facilitate meetings and deliver appropriate material. Demonstrated language proficiency on the District's Bilingual Exam.

**Abilities:** Requires the ability to relate positively to and work cooperatively with parents and students in a way that builds confidence, social skills, positive behaviors, and recognizes socioeconomic and cultural differences. Communicate in oral and written form; identify and solve problems and function effectively in stressful and sensitive situations. Ability to clearly and concisely convey information to others. Must be able to maintain confidentiality. Operate various office equipment including a computer and related software; exchange information in person and on the telephone; read a variety of materials.

**Physical Abilities:** Requires light to moderate walking, standing and lifting of lightweight materials (less than 20 pounds). Requires sufficient arm, hand, and finger dexterity to operate a personal computer keyboard and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in-person and over the telephone.

**Education and Experience:** Requires graduation from High School or equivalent and three (3) years of experience working in community service, public relations or related activities.

**Licenses and Certificates:** TB Test clearance, Criminal Justice Fingerprint clearance, and valid Driver's license. Demonstrated language proficiency on the District's Bilingual Exam.

**Board Reviewed:**

**June 24, 2021**

**Created: April 9, 2021**