



NEW: 08/31/2022 Submitted: 08/30/2022

JOB TITLE:	SPECIALIST TITLE I PARENT AND FAMILY ENGAGEMENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II/IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4290
BARGAINING UNIT:	CLAS/CERX

SCOPE OF RESPONSIBILITIES

Provides instructional support to component personnel at school locations; assists in component planning, implementation, evaluation and monitoring, and assists in curriculum development/ refinement; assists in planning, developing, implementing professional development for school-based component personnel; assists in coordinating the Title I components with the regular program. Supports the District's parent and family engagement programs

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Serves as a resource by providing a variety of services to component personnel at the local school level and by assisting in the selection, preparation and use of appropriate component instructional materials
- Assists in component planning, implementation and evaluation of parent and family engagement programs
- Assists in curriculum development and refinement of the component
- Assists in planning, developing and implementing component in-service related to parent and family engagement
- Provides technical expertise in designing, adapting and implementing on-the-job training for the Title I staff at the local school level
- Collects, compiles and analyzes component management system data
- Disseminates parent and family engagement programs information as appropriate
- Works with appropriate personnel to resolve parent and family engagement programs concerns
- Assists in monitoring component for compliance with Title I legislation and guidelines
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift; carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

- Master's Degree
- Three (3) years of successful teaching experience at the appropriate level
- Knowledge of current literature, instructional strategies and materials in the math or reading/language arts areas
- Effective communication skills

DESIRABLE QUALIFICATIONS
Certification in reading or equivalent professional experience in reading, related fields or additional hours in math as appropriate
Kentucky certification in Administration and/or Supervision (Principal's Certification) or Counselor's Certification
Ability to interpret test results and assist in developing/refining where appropriate, corrective instructional interventions
Demonstrated ability to work with a wide range of people in different roles
Knowledge of federal programs, preferably Title I
Experience in a diverse workplace

Footnote
This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.