

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ELL PARENT AND FAMILY OUTREACH FACILITATOR

SALARY SCHEDULE: ADMINISTRATIVE - M

COST CENTER: 9049

QUALIFICATIONS:

- Bachelor's or Master's degree from an accredited educational institution
- Teaching certification preferred.
- Minimum of five years of experience in education and community outreach, preferably in a school setting
- Bilingual

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of best practices in family engagement to support student learning
- Knowledge of event planning and coordination
- Knowledge of community stakeholders and resources
- Knowledge of child development and English as a Second Language
- Computer skills in word processing, spreadsheets, and Publisher
- Ability to plan and implement educational activities with students and families for maximum effectiveness
- Ability to coordinate opportunities to support the language acquisition process through home and school collaboration
- Ability to work collaboratively with parents, guardians, school administrators, teachers, and community partners

REPORTS TO:

Director of Strategic Engagement

JOB OBJECTIVE:

Increase English language learner (ELL) parent participation to support the instructional experience of ELL students at home and at school. Work collaboratively with Sarasota County School district staff, school administration, staff, and community members to create a learning community that is consistently welcoming to families and meets ELL parent needs. Provide strategies and community resources to engage families as essential partners in supporting students to achieve linguistic proficiency and academic success.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Plan, conduct, and implement ELL parent engagement initiatives and activities that support the District ELL plan.
- Coordinate and support instructional activities that contribute to a positive school climate for students and parents are actively engaged in meaningful learning experiences at home and at school.
- Support ELL parent outreach school programs and activities through parent training, community support, and materials for home use.
- Collaborate with community stakeholders for parent outreach and dissemination of information.
- Collect parent surveys and feedback and monitor student and parent services for effective outcomes.

ELL PARENT & FAMILY OUTREACH FACILITATOR (Continued)

- Identify, select, and modify instructional materials to train parents with students of varying language proficiency levels, backgrounds, learning styles.
- Provide strategies and educational resources to use at home that support ELL students in reading, math, and homework.
- Provide guidance and support for newly arrived students and families transitioning to Sarasota and the school system.
- Assist families/guardians with information and community resources.
- Maintain ESOL Program parent outreach progress monitoring documentation.
- Establish and maintain consistent, effective, and timely communication with families.
- Represent the District in a positive and professional manner.
- Provide leadership for the assigned areas of responsibility.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Follow all School Board policies, rules and regulations.
- Keep supervisor/director informed of potential problems or unusual events.
- Perform other duties as may be assigned to by the Supervisor or Director

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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