



Job Description

JOB TITLE: Texas ACE Family Engagement Specialist

Primary Purpose:

The Family Engagement Specialist encourages family/parental involvement in the school and provides ongoing, educational programs to immediate family members, parents/legal guardians of students enrolled in the Texas ACE Program.

Qualifications:

Education/Certification:

- **Minimum** - Associates Degree in education or related field
- **Preferred** - Bachelors Degree in education or related field

Special Knowledge/Skills/Experience:

- Strong communication and interpersonal skills
- Must be familiar with the community and support agencies
- Must be adaptable to meet the needs of the families in the program in addition to working flexible hours to accommodate work in the evening
- Experience working in an educational, social service, or family support service setting
- Experience with child development and effective parenting techniques
- Experience working with families that have diverse cultures and economic backgrounds
- **Preferred** - Ability to communicate in native language(s) of program recipients

Major Responsibilities and Duties:

1. Plans, coordinates, and implements a Family Engagement Program in each center
2. Works closely with the center and the Parent Teacher Organization
3. Plans and organizes Family Support Service workshops
4. Promotes parent and community volunteers at the center
5. Works closely with at-risk students to ensure they receive continued support for their educational goals
6. Informs families of community resources that could provide needed assistance.
7. Develops Family Resource Centers to check out periodicals, videos, books and educational games/materials for the entire family
8. Performs other duties as assigned

Physical Demands:

Standard physical activity such as periodic standing, walking, sitting, basic motor skills to access computer files for information or simple data entry. Occasional travel along with frequent prolonged and irregular hours.

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate events; maintain emotional control under stress.

ACKNOWLEDGEMENTS

Employee Signature

Date

Supervisor Signature

Date