

DISTRICT FAMILY ADVOCATE

DISTINGUISHING FEATURES OF THE CLASS:

This class has responsibility for engaging parents in the educational process and providing support to parent leaders and principals to increase parental involvement in school buildings. The District Family Advocate will give voice to the concerns of families and parent leaders at the District Office, assist principals in creating active parent teacher organizations in school buildings and facilitate more effective school/home communication between teachers and parents. Under the direction of the Director of Special Projects, this position will identify and respond to families' concerns and work with principals and parent leaders to ensure that each concern is addressed in a timely manner. Work is performed under general supervision, while some leeway is permitted to encourage and promote the initiative and creativity of the incumbent. Supervision of others is not a typical requirement of this position. As the incumbent will be making presentations to various parent groups, evening hours will be required, depending upon the needs of the district.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title:

1. Provides support to families during the school enrollment process;
2. Assists parent leaders in their efforts to develop family-friendly schools;
3. Organizes family and parent leadership support committees;
4. Collaborates with families, teachers, parent organizations community-based partners, and business leaders to develop programs and activities designed to engage families in improving student achievement;
5. Develops a District Family Involvement Program with input and approval from parent leadership to satisfy the school parent involvement policies under Title I and No Child Left Behind Legislation;
6. Coordinates training, meeting logistics and communication needs with school district administration;
7. Serves as a problem-solver and facilitator for family and parent leadership concerns that are elevated to the district office, including concerns regarding school leadership teams, the PTA, and other policies;
8. May visit individual schools on a regular basis to provide support and guidance to parent leaders;
9. Works with the district's parent leaders to support parent associations and parent-teacher associations, as well as Title I committees;
10. Develops and maintains an up-to-date database of all parent leadership contact information;
11. Utilizes software to track and assess family and parent leadership complaints;
12. Analyzes trends and devises pro-active strategies to address recurring complaints;
13. Prepares and distributes report to district parent leadership on family engagement goals and accomplishments;
14. Assists the Superintendent of Schools with the PTA-Superintendent meetings;
15. Improves PMS student participation in SES (Supplemental Educational Services) programs by meeting with parents;
16. Arranges for translation services for Spanish-speaking parents in order to make them partners in the education process.

DISTRICT FAMILY ADVOCATE (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the organizational structure, goals and objectives of the school district, as well as specific programs and operations;
Good knowledge of pertinent laws, rules, regulations and procedures governing the operation of the school district, and of specific programs;
Working knowledge of community organizations and available family resources;
Skill in collecting, assembling, and analyzing facts and draw conclusions to recommend solutions to problems;
Skill in organizing and presenting facts and opinions in presentations and written materials, such as reports;
Ability to establish effective working relationships with school district personnel, families, and students;
Ability to use computer applications such as spreadsheets, word processing, calendar, e-mail, and database software;
Ability to work under pressure and meet frequent and changing deadlines;
Ability to communicate effectively both orally and in writing;
Ability to clearly articulate the priorities policies, and goals of the district to improve the success of students by engaging parents in the education process;
Ability to use various software packages to develop and maintain databases, produce spreadsheets and compile reports;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Education or Social Work;
OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one (1) year of responsible experience in a school district or community organization that involved extensive contact with parents and students OR one (1) year of leadership in a parent teacher organization, which included working with families and parents on community and/or education-related issues;
OR: (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and three (3) years of responsible experience as described above;
OR: (D) An equivalent combination of training and experience within the limits of (A), (B), and (C) above.

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ADOPTED: 01/15/08 06/13/08 07/23/13