



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

|  |  |                   |   |
|--|--|-------------------|---|
| TITLE:                                   | <b>Family Engagement &amp; Equity Specialist</b> | REPORTS TO:       | <b>Assigned Supervisor</b>  |
| DEPARTMENT/SCHOOL:                       | <b>Family Engagement Office</b>                  | CLASSIFICATION:   | <b>Non-Administrative Classified Technical</b>  |
| FAIR LABOR STANDARDS ACT CLASSIFICATION: | <b>Non-Exempt</b>                                | WORK YEAR: HOURS: | <b>10 months/Calendar 5006<br/>7.5 hours per day or<br/>duty days/hours as assigned</b> |
| APPROVED:<br>Board<br>Commission         | <b>June 29, 2016<br/>July 15, 2016</b>           | SALARY GRADE:     | <b>Schedule: 56<br/>Range: 51</b>   |

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, encourage and coordinate parent education and involvement in various school programs and other activities; perform liaison duties between administrators, personnel, community resources and parents; refer families to local agencies or school services as appropriate; prepare and maintain related records and reports.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Promote parent education and involvement in various school programs and other activities; provide information and materials to parents to assist them in utilizing community services and resources; refer families to local agencies or school services as appropriate; prepare and maintain related records and reports
- Perform liaison duties between administrators, personnel, community resources, agencies and parents; communicate with parents regarding student performance including attendance, behavior, academic achievement, health and medical problems
- Make home visits to acquire information and discuss school-related problems such as absenteeism, illnesses, behavior problems and other matters
- Unite outside organizations, schools and families; inform community agencies of available school services; resolve issues or concerns as needed; contact community businesses to obtain donations and plan activities
- Facilitate family participation in various activities; identify and encourage recruitment of parent volunteers; explain and assist in determining program eligibility; arrange parent activities including recruitment, training, and scheduling
- Conduct and coordinate parent training and associated school committees; arrange training schedule, speakers, meeting sites and presentations; prepare and distribute related materials

- Assist in the formulation of educational goals and objectives utilizing the participation of parents, community members and school personnel
- Represent the assigned organization at a variety of school and community meetings; attend and participate in workshops and conferences as assigned
- Operate a variety of office and classroom equipment including a computer, copier, laminator and telephone; drive a vehicle to conduct work
- Perform a variety of clerical duties including typing, answering telephones, duplicating materials and preparing correspondence; prepare and maintain a variety of records and reports related to program activities
- Inventory, order, receive and distribute materials, supplies and equipment

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Community resource organizations including various federal, State and local agencies

Organizational operations, policies and objectives

Record-keeping and report preparation techniques

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Telephone techniques and etiquette

Policies and objectives of school programs and activities

Public speaking techniques

Operation of a variety of office and instructional equipment including a computer

**ABILITY TO:**

Perform liaison duties between administrators, personnel and parents

Plan, organize and implement parent education and involvement activities and programs

Communicate effectively both orally and in writing

Operate a computer and a variety of office and instructional equipment

Learn, apply and explain policies, procedures, rules and regulations

Work independently with little direction

Establish and maintain cooperative and effective working relationships with others

Meet schedules and time lines

Prepare and present oral presentations

Maintain records and prepare reports

Read, interpret and follow rules, regulations, policies and procedures

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years' experience working with community service, public relations or related activities

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

Some incumbents in this classification may be required to speak, read and write in a designated second language

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

Driving a vehicle to conduct work

Constant interruptions

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard

Sitting for extended periods of time

Hearing and speaking to exchange information in person or on the telephone

Seeing to read a variety of materials