



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **LCE Family, School, Community Partnership (FSCP) Advocate** FLSA Status: **Non-Exempt**
 Job Family: **Program Specialist** Pay Range: **PS30H**
 Prepared/Revised Date: **November 1, 2022** Job Code: **40548**

SUMMARY: Responsible for assisting Family Liaisons in planning, implementing, and evaluating family engagement activities at their site. Collaborate and assist Family School Community Partnership (FSCP) Coordinator with professional development and district-wide initiatives for family support. Facilitate positive family-school relationships in collaboration with school administration and staff. Implement a comprehensive parent and student engagement program to support students' social and academic success. Work to engage students and families to participate and contribute to their school community and collaborate with community partners. Collaborate with other LCE branches including McKinney-Vento, Migrant, ELO, ELD, and DEI.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Assist all Family Liaison staff in the development of their site's family, school, community, partnership plans and activities. Collaborate with liaisons to identify areas for improvement or change, as needed. This includes individualized professional development and 1:1 coaching. Complete translations as required. Complete IEP interpretations/translations as required. And support Liaisons in these technically demanding tasks. Support sites if their Liaisons become overwhelmed with any event, task, etc.	D	40%
2. Help facilitate the implementation and planning of parenting programs, family workshops, and partnerships in conjunction with the Family School Community Partnership (FSCP) Coordinator. This includes many after regular school hours events and/or conferences.	D	15%
3. Connect Family Liaisons to school and community resources to help students and families with navigating the school system, including helping with registration, free and reduced lunch eligibility, transportation, volunteering, and academic challenges. Assist Family Liaisons with best practices for conducting home visits.	D	10%
4. Attend work and arrive in a timely manner.	D	1%
5. Collaborate with all LCE Branches for strategic planning for comprehensive district support. This includes McKinney-Vento, Migrant, Graduation Advocacy, and Student Services. In addition, they help build and maintain community partnerships and constantly update liaison training materials and resource banks.	W	10%
6. Collaborate with FSCP Coordinator on professional development plans. Participate in relevant training, attend all Family Liaison staff meetings and district team meetings. This may include trainings that require travel and/or after-hours work.	W	5%
7. Serve as an advocate and resource for families. Facilitate ongoing, reciprocal communication between families, school, and staff by providing simultaneous and consecutive interpretation and translation services, serve as a substitute for Liaisons and provide services for families as needed.	M	5%



Description of Job Tasks	Frequency	% of Time
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8. Facilitate support plans for individual students and families to promote graduation and/or academic/emotional success along with proactive supports for school retention. Collaborate with and provide information to district leadership around intensive individual student cases from culturally or linguistically diverse backgrounds.	M	5%
9. Participate in hiring processes and provide onboarding for new Family Liaisons.	Q	5%
10. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate degree or two-year college certificate in social work or related field required and a bachelor's degree preferred.
- Three or more years of experience working with students and families in an educational setting, community service or outreach program required; experience working with at-risk and culturally diverse populations preferred
- Equivalent combination of education and experience acceptable
- Bilingual Spanish required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Bilingual oral and written communication skills in Spanish strongly required
- Interpersonal relations skills
- Customer service and public relations skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to conduct home visits as required
- Ability to frequently travel among district facilities and into the community
- Knowledge of community resources and partners
- Ability to maintain honesty, and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				
Walk				
Sit				
Use hands to finger, handle or feed				
Reach with hands and arms				
Climb or balance				
Stoop, kneel, crouch, or crawl				
Talk				
Hear				
Taste				
Smell				

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				
Up to 25 pounds				
Up to 50 pounds				
Up to 100 pounds				
More than 100 pounds				

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				
Analyze				
Communicate				
Copy				
Coordinate				
Instruct				
Compute				
Synthesize				
Evaluate				
Interpersonal Skills				
Compile				
Negotiate				

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)				
Work near moving mechanical parts				
Work in high, precarious places				
Fumes or airborne particles				
Toxic or caustic chemicals				
Outdoor weather conditions				
Extreme cold (non-weather)				
Extreme heat (non-weather)				



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of electrical shock				
Work with explosives				
Risk of radiation				
Vibration				

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	