

## NOTICE OF VACANCY

**DATE:** December 17, 2021

**TITLE OF VACANCY:** Family & Community Engagement Liaison- One Year Only

**LOCATION:** Washington Middle School

**DAYS PER YEAR:** 180

**HOURS PER:** 7.5

### REQUIREMENTS/QUALIFICATIONS:

1. 60 semester hours in Human Services or Education required; Bachelor's preferred.
2. Experience in Human Services or Education.
3. Successful experience working with community organizations.
4. Successful experience working with children and their families with various circumstances.
5. Effective interpersonal, oral and written communication skills.
6. Experience in developing and/or leading workshops and training.
7. Experience in facilitating meetings.
8. Ability and desire to work in a team atmosphere.
9. Ability to maintain a flexible schedule, including early mornings, evenings and weekends or schedule modification
10. Possess strong problem solving skills and the ability to maintain confidentiality.
11. Possess strong organizational skills and the ability to prioritize and respond to deadlines while working multiple tasks and maintaining accurate records.
12. High degree of self-motivation and ability to work with minimum supervision.
13. Working knowledge of computer applications such as Google Suite and Apple devices.
14. Valid Illinois drivers license and transportation.

### SPECIFIC RESPONSIBILITIES:

1. Serve as Family and Community Engagement Leader to families, students, staff and community.
2. Empower families to fully participate in the family and community engagement team, and in school level decision-making.
3. Provide families with training to facilitate student learning at home.
4. Provide school staff with the professional development to deepen and grow trusting relationships with all families.
5. Make home visits to actively engage families in solving school-related concerns.
6. Plan and implement, in cooperation with the Principal and school staff, a strong 2-way communication plan.
7. Plan and implement, in cooperation with the Principal and school staff, family events aligned to school improvement goals.
8. Help schools in monitoring parent materials budget, securing food and materials for events as needed.
9. Actively participate on the school's instructional leadership team (ILT).
10. Make referrals to appropriate community resources.
11. Plan transportation for parent activities, conferences, and home visits.
12. Create deep levels of community partnerships.
13. Provide data/documentation, as needed, for Federal Program evaluation purposes and federal program compliance.
14. Perform other duties as assigned.

### APPLICATION DEADLINE/OPEN UNTIL:

Until Filled

### EFFECTIVE DATE:

Upon Board Approval

**SALARY:** \$24.29 per hour  
(2021-2022 Salary Schedule)

**BENEFITS:** Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid Vacation and Holidays

**HOW TO APPLY:** go to [www.sps186.org/humanresources](http://www.sps186.org/humanresources) and click on classified vacancies, follow online instructions  
*OR*

### Refer application and resume to:

Gina McLaughlin-Schurman, Assistant Superintendent of Human Resources  
Springfield Public Schools District 186  
1900 West Monroe Street  
Springfield, IL 62704  
217-525-3006

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