



We are pleased to announce that we are seeking qualified applicants for the position of **FAMILY ENGAGEMENT SPECIALIST - TEMPORARY**

POSITION(S): 1 Family Engagement Specialist - Temporary
20 hrs/week, Mon-Fri, 240 days per year (pro-rated for remainder of 2018-19)

LOCATION: High Desert Regional Education Center, Redmond

START DATE: February 1, 2019 or as soon as possible

SALARY RANGE: As established by bargaining agreement, 2018-19 Licensed Salary Schedule (based on experience and education). Benefits include pro-rated family insurance package, sick leave, paid holidays, generous tuition reimbursement program.

QUALIFICATIONS: DEFINITION
The Family Engagement Specialist serves primarily to assist the efforts of Migrant Education program to connect parents to the schools' work, students' academic achievement, and the network's self-improvement and development programming for the adult community. In addition, The Migrant Family Engagement Specialist assists in the preparation and administration of parent involvement activities, including conducting parent training through the Parent Advisory Committee (PAC) to campaigning for increased migrant family involvement to connecting with community and government agencies. The program provides supplemental educational and support services for migratory children.

QUALIFICATIONS

- Bilingual written and verbal English/Spanish required
- Oregon TSPC license
- Three years of experience working with Migrant families in school settings, including summer and after school programs and other K-12 programs
- Strong knowledge and experience working with educational equity programs serving a diverse student population
- Motivated self-starter with a proactive attitude who can anticipate families' needs
- Team player and quick learner who focuses on high productivity and results

Please see attached job description for additional information and position responsibilities.

APPLICATION PERIOD: Open until filled

CONTACT: DIRECT YOUR INQUIRES REGARDING THIS POSITION TO
Karina Smith, 541.693.5663, karina.smith@hdesd.org

A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES D website www.hdesd.org)
- Three (3) professional letters of recommendation

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Specialist
High Desert ESD
2804 SW Sixth Street
Redmond Oregon 97756
Fax 541.693.5601
kristen.johns@hdesd.org

If you currently hold a regular position with HDES D, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES D requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED:	1/11/2019
<hr/> DIRECTOR OF HUMAN RESOURCES Posting # L18-19/522-6201	

FAMILY ENGAGEMENT SPECIALIST

Definition

The Family Engagement Specialist serves primarily to assist the efforts of Migrant Education program to connect parents to the schools' work, students' academic achievement, and the network's self-improvement and development programming for the adult community. In addition, The Migrant Family Engagement Specialist assists in the preparation and administration of parent involvement activities, including conducting parent training through the Parent Advisory Committee (PAC) to campaigning for increased migrant family involvement to connecting with community and government agencies. The program provides supplemental educational and support services for migratory children.

Qualifications

1. Bilingual written and verbal English/Spanish required
2. Oregon TSPC license
3. Three years of experience working with Migrant families in school settings, including summer and after school programs and other K-12 programs
4. Strong knowledge and experience working with educational equity programs serving a diverse student population
5. Motivated self-starter with a proactive attitude who can anticipate families' needs
6. Team player and quick learner who focuses on high productivity and results

Classification Licensed

Reports To/Evaluated By Program Director

Performance Responsibilities

1. Contacts parents for the purpose of communicating the meaning of the Migrant Program and the need for parent engagement in the program
2. Fosters relationships with parents to develop engagement strategies to increase and foster parent involvement at each PAC site
3. Spearhead parent outreach and engagement efforts
4. Plan and facilitate parent engagement workshops
5. Attend all parent-focused meetings at program sites
6. Serve as a resource for families in need of social service referrals
7. Complete and remit all required service execution, including parent workshops and activities.
8. Gather, record, create and maintain attendance records, monthly attendance reports, monthly program update reports, and program-related
9. Establish and maintain cooperative work relationships with HDESD employees, and local education agency representatives
10. Demonstrated cultural competency with respect to race, ethnicity, and socio-economic status
11. Work with Program Director to develop and complete require reports
12. Participate in staff and client meetings and professional development staff training as required
13. Comply with HDESD performance standards
14. Perform other job related duties as assigned by supervisor

Terms of Employment Salary and benefits are established by policy and contract.