



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

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

POSITION(S): 1 Family Engagement Partnership Specialist
40 hrs/week, Mon-Fri, 250 days per year (pro-rated for remainder of 2022-23)

LOCATION: Better Together/EL Hub Office, Redmond

START DATE: As soon as possible

SALARY RANGE: As established by bargaining agreement, Classified Wage Schedule, starting range \$22.73 - \$27.66/hr
Benefits include family insurance package, sick leave and vacation, paid holidays, generous PERS contribution



QUALIFICATIONS: DEFINITION
The Family Engagement Partnership Specialist will be responsible for engaging priority population families to inform early learning services and systems in Central Oregon. The position works collectively with community services and organizations to conduct outreach to families that are historically underserved in early childhood services. This position supports the development of systems to increase access for students and families to early learning supports to ultimately increase student outcomes.
The role of the FEPS will be to support Family Councils & Community Facilitators to create and hold space for authentic conversations to take place for the purpose of improving outcomes for children and youth across the cradle to career range in Central Oregon and to support parent leaders on the Governance Council and in committees and workgroups.

Please see attached job description for more information, qualifications and position responsibilities.

Importantly, we recognize and honor that the qualifications required to excel in this position can come from a range of both professional and lived experiences. Below we describe what we believe to be important qualifications for a candidate to have while remaining open to the diversity of experiences that can lead to these skill sets. Position descriptions are often presented in a way that leaves qualified candidates feeling unwelcome, intimidated, uncomfortable, and/or unqualified to apply. Recognizing that, we strongly encourage anyone who feels passionate about this work and believes they have what it takes to thrive in this role to apply.

APPLICATION PERIOD: Closes 5:00pm, Wednesday, October 12, 2022

CONTACT: **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**
Brenda Comini, 541.480.8993 or brenda.comini@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 website www.hdesd.org or via Recruit & Hire <https://highdesert.tedk12.com/hire/Index.aspx>)

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Manager
High Desert ESD
2804 SW Sixth Street
Redmond Oregon 97756
Fax 541.638.9654
kristen.johns@hdesd.org

If you currently hold a regular position with HDES, 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 requires employee's wages be paid via direct deposit to a bank account or paycheck.

APPROVED: 9/20/22

DIRECTOR OF HUMAN RESOURCES
Posting # C22-23/130-6142

FAMILY ENGAGEMENT PARTNERSHIP SPECIALIST

Definition

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Qualifications

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- Associates or Bachelor's Degree in Early Childhood Education, Public Health Education, Elementary Education or related field that includes working with adults, early education or health system or project development or community engagement focus or combination of equivalent education and/or experience.
- Ability to communicate with families who identify English as a second language.
- Knowledge and skilled use of personal computer and related software, telephone, printer, and photocopier.
- Ability to communicate effectively; both written and verbal.
- Ability to maintain confidentiality.
- Ability to work effectively with all High Desert ESD staff, stakeholders, vendors and other agencies.
- Proficiency in Microsoft Office and Google software, including Word, Excel, and PowerPoint
- Ability and skill to prioritize and organize activities and projects.
- Ability and skill to contribute to a positive work environment.
- Flexibility to work within a team or independently as required.
- Ability to navigate high pressure situations and meet deadlines.
- Work location is at the BT-ELH office in Redmond, but requires occasional travel throughout the Tri-county area (Crook, Deschutes, Jefferson and Confederated Tribes of Warm Springs).
- Must be able to bend, stoop and lift up to 50 pounds.
- Must have access to reliable transportation and consistent attendance is required.

This position requires management of a flexible work schedule to accommodate parent council and leadership meetings, outreach events and other occasional evening or weekend meetings.

Classification Classified

Reports to Early Learning Hub Program Director

Performance Responsibilities

1. FAMILY COUNCIL AND HOUSING OUTREACH 60%
 - a. **Family Councils:**
 - i. The FEPS will **oversee and support** our Family Council and Parent Outreach Facilitators as they/we:
 1. Facilitators are holding space for conversations to take place, always seeking to understand and ready to meet families where they are.
 - ii. Effective communicator, easy to work with, all while maintaining a neutral role.
 - iii. Be **respectful** and **sensitive** to different cultures, languages and different perspectives.
 - iv. Comfortable in connecting and engaging with people, seeking to understand the conversation and knowledgeable of reading the room/space.
 - v. Manage the meeting time and be willing to learn new facilitation techniques.
 - vi. Be able to create cultural meeting norms – understanding that communication styles vary from culture to culture.
 - b. **Housing Outreach:**
 - i. Develop and implement strategies to learn from families about their needs and desires for support, and to inform Better Together/Early Learning Hub and partners on building systems to support families.

- ii. Research and propose effective and innovative practice to provide outreach and support to families from underserved populations.
 - iii. Prepare and present family engagement strategies/activities/tools to parents and stakeholder groups.
 - iv. Provide coaching and mentoring to Affordable Housing Partners/housing managers to increase their ability to support families.
2. PARENT LEADER SUPPORT 15%
- a. Primary support for parent leaders participating in Governance and Committees/workgroups
 - b. With the Hub Director, leads design and implementation of parent leader compensation and support structure.
 - c. Conducts group and/or individual check-ins with parent leaders to assure they are getting the information and support they need to be successful in their service.
 - d. Works with the Admin and Finance Coordinator to assure timely compensation for their time/service.
3. COORDINATED ENROLLMENT AND SUPPORT FOR ECE PROGRAMS 25%
- a. Works closely with Project Manager, Family Engagement/Partnership Team members and stakeholders to promote and support family voice in early care and education programs in Central Oregon:
 - i. Participates in the development of the bi-annual parent survey with the goal of ensuring parent voice in the design, promotion and implementation of the survey.
 - ii. Contributes to Early Care and Education Sector planning, including data on family experiences/needs and analysis for the purposes of improving program quality and response;
 - iii. Supports parent leader recruitment and service on the Regional Stewardship Committee
 - iv. Builds trusting, positive relationships with families and helps connect them to community resources.
4. DUTIES INTEGRATED ACROSS INITIATIVES
- a. Compile and maintain records, reports, and documentation of initiative activities for use in program evaluation and as required by investment partners. Coordinate with designated translators to ensure that materials and participation are accessible for families. Participate in outreach events across the region.
5. OTHER RESPONSIBILITIES AS ASSIGNED
6. The nature of the Early Learning Hub is such that our priorities and strategies are family and partner driven and evolving in the development of an early learning system, which leads at any time to the rise of new initiatives and the close of current ones. The Family Engagement Partnership Specialist will need to be flexible and responsive to this organic and evolving nature of the work and be ready to take on new duties as necessary.

Terms of Employment: Salary, benefits and vacation are established by policy and the collective bargaining agreement.