

**BANKS SCHOOL DISTRICT  
JOB DESCRIPTION****Instructional Assistant - Student and Family Engagement Manager****IMMEDIATE SUPERVISOR****Building Administrator****GENERAL DUTIES**

The Student and Family Engagement Manager Instructional Assistant will provide oversight in the program design of early learning outreach, recruitment and identification, social services, and referral. The Student and Family Engagement Manager Instructional Assistant will deliver direct services to families with children with an emphasis on English Language Learners students. The Student and Family Engagement Manager Instructional Assistant will also serve as an interpreter and translate documents when needed.

**REQUIRED QUALIFICATIONS**

- A. Passing score on a Paraprofessional Assessment or 2 years of college level courses (90 hours)
- B. Experience working with English Language Learners families and community organizations
- C. Ability to word-process and operate standard office equipment
- D. Ability to work independently without direct supervision
- E. The ability to follow oral and written instructions
- F. Ability to work independently with students, parents, employers, and educators
- G. The ability to effectively work and communicate with students, parents, and school personnel from diverse cultures and/or backgrounds
- H. Proficient oral and written communication skills in English
- I. Experience translating documents and providing interpretation services
- J. Bilingual candidates and candidates experienced in working with bilingual students and families will receive preferential consideration.
- K. Proficient in the use of computer and Internet based applications, including but not limited to email and systems applications
- L. The ability to learn new automated systems as they are brought online by the District
- M. The ability to work harmoniously with others

## **ESSENTIAL RESPONSIBILITIES**

- A. Serve as the Student and Family Engagement Manager Instructional Assistant
- B. Maintain files and documents related to students and families and respond to parent engagement inquiries
- C. Schedule meetings and arrange family and community engagement activities
- D. Track and report on benchmark goals and activities of the program
- E. Serve as a liaison between school/program and family engagement initiatives:
  - a. Promote parent participation in school activities and student related events
  - b. Promote parent advocacy in student/school related matters
- F. Promote and distribute universal messaging, strategies, and tools – to support children and families in preparing for kindergarten, accessing quality child care and strengthening positive parenting, early literacy language acquisition, early brain development, and social/emotional development – through a variety of venues, websites, newsletters, school reader boards, and school events
- G. Collaborate with community partners to increase access to resources, universal interventions, messaging and strategies – in community, early learning, and school settings – that will support parents/caregivers, strengthen preschool through third grade (P-3) alignment, and facilitate the successful transition of children into kindergarten
- H. Work with community partners to identify appropriate resources for the parents/families of 0 to 6 year olds
- I. Make home visits as needed related to student attendance, services, and academic success
- J. May serve as interpreter and translate documents when needed
- K. Ensure families of children 0-6 residing within the school district boundaries are knowledgeable about available Early Childhood Student and Family Engagement Manager Services
- L. Coordinate early learning and family and community engagement activities (i.e., trainings, classes, activities, etc)
- M. Participate in assigned/appointed English Language Learners meetings and committees
- N. Attend professional development activities offered, or as requested by supervisor
- O. Cultivate and model a respectful working and learning environment
- P. Annually pass the District's required online training by the District's assigned due-date
- Q. Follow site and/or District protocol for reporting absences
- R. Utilize the District's electronic systems and applications related to the job

Banks School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities.

Therefore, this position description is designed to define primary duties, qualifications and job scope, but should not limit the incumbent nor the organization to the work identified. It is the expectation of every employee to offer his/her services wherever necessary to ensure the success of students.

## **PHYSICAL REQUIREMENTS**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				<b>X</b>	
Stationary Standing			<b>X</b>		
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead				<b>X</b>	
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control			<b>X</b>		
*Pushing/Pulling Maximum weight: <b>40 lbs.</b>			<b>X</b>		
*Lifting/Carrying Maximum weight: <b>40 lbs.</b>			<b>X</b>		

\*Identify items typically moved: Miscellaneous classroom equipment.

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, and District patrons

**EMPLOYEE STATEMENT**

“I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

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**Employee Name (print)**

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**Employee Signature**

**Date**