

## **WICHITA PUBLIC SCHOOLS JOB DESCRIPTION**

**JOB TITLE:** Family Engagement Site Contact

**ACCOUNTABILITY:** Reports to Building Administrator

**JOB SUMMARY:** The Family Engagement Site Contact will facilitate the flow of information with building staff, the Family Engagement Team and/or building Leadership Team. The end goals are to increase and improve family and community engagement. Family Engagement Site Contacts will receive a Level A supplemental for performance of these duties.

### **CHARACTERISTICS OF A FAMILY ENGAGEMENT SITE CONTACT:**

- Embrace family engagement and believe in its positive impact on student achievement
- Have a history of positive relationships with school staff
- Value collaboration and sharing of ideas
- Have a positive attitude
- Be seen as a leader among peers

### **RESPONSIBILITIES:**

1. Attend monthly district Family Engagement Site Contact meetings to share and receive information, updates and ideas regarding family engagement best practices.
2. Coordinate scheduling of monthly school Family Engagement Team meetings.
3. Facilitate Family Engagement Team meetings and activities.
4. Work with Administration and Family Engagement Team to create a Family Engagement and Community Involvement Action Plan.
5. Work with Family Engagement Team and other staff to monitor and document Family Engagement activities, initiatives and progress towards goals.
6. Share information and ideas obtained at monthly meetings with appropriate site staff/committees.
7. Persistently and effectively communicate positive correlation between family engagement and student achievement with all school staff.
8. Encourage involvement of all staff in the implementation of family engagement initiatives.
9. Utilize and encourage utilization of the Family Engagement Planning Calendar and Event Planner to support school and grade level planning.
10. Establish and maintain professionally productive relationships with committees/teams.