

EMPLOYEE NAME: _____

Created: 10/14; Revised: 4/16; 5/17; 11/17; 6/18; 12/18

JOB DESCRIPTION

POSITION TITLE: Family and Community Support Manager	JOB CODE: 408V
DIVISION: Academic Division/Teaching & Learning	SALARY SCHEDULE: Consultant
DEPARTMENT: Federal Programs	WORK DAYS: 208
REPORTS TO: Supervisor, ESOL/ Title III	PAY GRADE: NZ00 - Based on CC6 (Level 5)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervises the implementation of Title III served families and community involvement initiatives at the local schools and in the ESOL/Title III Department; works towards improving measures of students' academic achievement such as graduation rate, promotion and retention rates; provides support services and facilitates school/home communication involving non-English speaking immigrant/refugee families.	

REQUIREMENTS:

1.	Educational Level: Bachelor's Degree or its equivalency required (2 years of similar work level experience = 1 year of college); a combination of experience and education may be used to meet the bachelor's degree requirement
2.	Certification/License Required: Valid Georgia Teaching Certificate preferred
3.	Experience: 2 years' experience in a bi-lingual environment required; must be fluent in English and Spanish
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer skills; analytical skills; Mock Oral Proficiency Interview score of Advanced or higher in Spanish

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises the Family and Community Support Specialist, Family and Community Support Facilitators and Family and Community Support Staff and Parent Resource Specialists.
3.	Trains and assists the staff in use of programs to promote Title III served family and community involvement.
4.	Plans and organizes meetings, events, workshops, classes and trainings for Title III served students, families, community members and external stakeholders according to Title III law and as they relate to attendance, testing, graduation requirements, post-secondary opportunities, disciplinary codes, career exploration, etc.
5.	Creates documents, procedures and reports in accordance with the program's rules and regulations including documentation of coordinated and/or facilitated events for Title III served students and parents.
6.	Collaborates with CCSD personnel, community members, and external stakeholders to identify resources and provide assistance to Title III served and immigrant families.
7.	Oversees School Parent Resource Center to encourage participation and partnership through the development of activities for students, parents and families.
8.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee: _____ Date _____

Signature of Supervisor: _____ Date _____