



Job Description - Position Profile

Position Title: SAFE ELP TECHNICAL ADVISOR for PARENT/COMMUNITY INVOLVEMENT

Reports To: ELP PROGRAM MANAGER

Classification: Hourly – Part-time (Up to 29.75 hours per week)

Position Summary:

Assists with the planning, supervision and coordination of parent and community involvement activities with the ELP staff at SAFE and all the designated school/program sites.

Assists in the planning, implementation, and assessment of activities that assist parents and community leaders in determining and meeting needs within the designated school communities. Assessment of the school, community, and family needs that could determine the necessity for the more extensive programming.

Develops goals and measurable objectives that directly relate to the school and community needs that have been identified. These needs, when targeted, will impact student success, improve school day attendance, and improve student behavior and academic performance.

Collaborates with SAFE staff, technical advisors, site supervisors, and program evaluators to determine the effectiveness of the programs' outreach into the community.

Primary Responsibilities

- Supervises the planning, supervision and coordination of parent and community involvement activities with the ELP staff at SAFE and all the designated school/program sites.
- Supervises the collection of data related to parent and community involvement and submits this data to the appropriate staff.
- Coordinates all purchases for parent and community program implementation.
- Supervises the planning and implementation of academic enrichment and prevention activities designed to promote student and family involvement.
- Attends seminars, meetings, and workshops at designated school/program sites to promote communication with parents, teachers and administrators.



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- Develops reports as required by funding source.
- Provides training and professional development to designated staff.
- Performs all other duties deemed necessary to maintain program quality.

Since student success is directly proportional to the infrastructural support system in the home and family environment of the student, ELP Programs will provide families of participating students with opportunities for active and meaningful engagement in their children's education. The Technical Advisor for Parent and Community Involvement will provide leadership in hosting seminars, training activities, and family/community events designed to enhance parent, family and community engagement.

Knowledge, Skills and Abilities:

- In order to perform the job successfully the individual must have experience in youth development programming and community involvement.
- Applicants must be skilled in verbal and written communication.
- Should have knowledge of student achievement goals, educational curriculum, and assessment data.

Qualifications:

- Applicants must possess a valid driver's license.
- A minimum of a B.S. degree in Education, Social Work or related field required.
- Master's degree preferred.
- Experience in academic, prevention, and educational services are essential.

Essential Functions/Physical Requirements:

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, and sitting throughout the day.
- Reaching, bending, lifting, carrying, and must be able to lift minimum of 20- pounds to chin level without injury.
- Travel, local and out of state, including overnight stay, as necessary.
- Ability to meet the attendance requirements for the position.



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The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the SAFE are employees "at-will". Additionally, an employee will not be reimbursed for accumulated leave upon either voluntary or involuntary separation from employment. I have read and understand the responsibilities and requirements of this position.

Employee Signature

Date

Manager / Supervisor

Date