

Job Title: Family and Community Ambassador II

Definition:

Under the supervision of the Director of Student Equity, Access, and Outcomes, assists in the implementation and administration of assigned special programs or projects; enlists parental involvement in students' educational programs; performs varied tasks related to the assigned programs or projects including working with program participants and assisting in facilitating positive family, school, community and student relationships.

Distinguishing Characteristics:

The purpose of the Family Ambassador II is to support the implementation of the District's efforts toward building a dual capacity for engagement throughout the Lancaster School District community. The position will be responsible for supporting the Equity Department, other district departments, and site family ambassadors. The Family Ambassador II will act as the home-to-school-to-district liaison. They will work for the expansion of family engagement and partnership opportunities while building the capacity of families to engage with school personnel to improve outcomes for their children.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

- Assist in oversight and monitoring of the district communication Platform (such as ParentSquare).
- Assist in advertising and communicating district events, information, and resources to site Family Ambassadors and the district community. Collect pictorial and media evidence highlighting the district and schools.
- Assist in establishing and maintaining a direct line of communication between the district, school site, and community.
- Collaborate with multiple departments in order to provide community resources and information to schools and families via multimedia, print newsletters, and various other means of communication.
- Maintain and monitor district Family Ambassador calendar that contains site events.
- Assist in planning and preparing family engagement and district community events. Attend district events and maintain records of family attendance at events.
- Assist with gathering family/community feedback for district planning purposes.
- Support home-to-school/district outreach, including home visits and providing resources to support at home
- Support and assist site Family Ambassadors with capacity building of families to support and empower parents, guardians, and caregivers and attend the site workshops, activities, and meetings as needed.
- Attend and support facilitation of monthly Family Ambassador meetings.
- Work with individual Family Ambassadors and in cohorts to increase job specific skills (ie. use of technology, facilitating trainings, analyzing data)
- Attend a variety of workshops and trainings at the district office and through outside agencies, in order to better meet the needs of the community which they serve.
- Perform other related duties as assigned.

Minimum Knowledge, Skill and Ability

Knowledge of:

1. Interpersonal skills
2. Use of tact and patience, as well as maintaining professional courtesy with families.
3. Modern business English, office procedures, and computer equipment
4. Community agencies, and the ability to get in contact with them matching needs with services
5. Online safety and social media platforms

Ability to:

1. Communicate effectively both orally and written
2. Maintain confidentiality with both district staff and families
3. Operate office equipment
4. Access and create media
5. Able to utilize word processing and Google applications.
6. Ability to work evenings and/or Saturdays for family events

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be a high school diploma or equivalent.

Desired Qualifications:

- Some clerical experience desired
- Use of online platforms and templates to communicate effectively
- Assist in working with teachers to build skills in engaging and partnering with parents
- Assist in recruiting parents and guardians as volunteers

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print
- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Perform work, which may require sitting for prolonged periods
- Is subject to inside environmental conditions
- May be required to work at a computer terminal for prolonged periods
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work
- Will be required to work evenings or weekends
- May be required to attend periodic evening meetings and/or travel within and out of District boundaries to attend meetings
- Must have a valid California driver's license and be insured
- Utilize own vehicle for transportation as needed

Range: 25

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 HPD)
Sitting		X	
Standing		X	
Walking		X	
Bending (neck)		X	
Bending (waist)		X	
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling		X	

Lifting				Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 HPD)
0–10 lbs.		X			X	
11–25 lbs.		X			X	
26–50 lbs.	X			X		
51–75 lbs.	X			X		

Board Approved: June 20, 2023

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 HPD)
Problem Solve			X
Make Decisions			X
Interpret Data		X	
Organize			X
Write		X	
Plan		X	
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 HPD)
Telephone		X	
Copier	X		
Computer		X	
FAX Machine	X		
Radio	X		