Title: **Community Engagement Specialist** Pay Grade: 305
Reports to: Director of State and Federal Programs FLSA: Exempt
Department: Federal and State Programs Length of Assignment: 226 days

Summary

Direct the district's community engagement and volunteer initiatives by developing partnerships with parents, community organizations, businesses, and local agencies. Serve as a liaison with the community by recruiting, developing, and promoting partnerships for students, parents, and community members to make positive contributions to the school and the community. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Oversee the development and implementation of the district Partners in Education (PIE) program.
2. Provide outreach efforts to identify and acquire new Partners in Education at the campus and district level.
3. Coordinate the activities provided by volunteers of the Volunteer Service Program by working directly with campus administrators and central office staff.
4. Assist Title I Parent and Community School Specialist and Purchasing Department in providing support to parents in areas of Parent Teacher Association (PTA), Parent Teacher Organization (PTO), and booster clubs as needed.
5. Perform criminal background checks for volunteer applicants through the Texas Department of Public Safety (DPS) System in a timely manner. Refer all questions regarding background checks to the Chief Human Capital Management Officer.
6. File and maintain criminal background check records according to Texas DPS guidelines.
7. Oversee and plan district special events to include, but not limited to: annual Volunteer Recognition, PIE Recognition, and Principal for a Day.
8. Coordinate and conduct the orientation, training, and recruitment sessions for volunteers. Monitor hours, evaluate, and document activities of district volunteers.
9. Coordinate the meetings and activities of the volunteer coordinators.
10. Develop and/or revise program materials, i.e., recruitment, flyers, record-keeping forms, and end-of-year hourly forms. Produce an annual volunteer handbook for the district.
11. Promote volunteerism in schools for parents, students, staff, businesses, and the community.
12. Articulate program goals to local businesses and community-based organizations to solicit their support in making the goals a reality.
13. Develop and communicate to partners and staff the guidelines of the PIE program.
14. Design and publish PIE communications, including PIE internal and external e-newsletters, handouts, and brochures.
15. Assist in evaluating program effectiveness and provide documentation to the supervisor regarding progress by maintaining accurate, complete, and correct records as required by law, district policy, and administrative regulation.
16. Demonstrate awareness of program/community needs and initiate activities to meet those identified needs.
17. Supervise assigned staff and provide input on job performance evaluations.

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18. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.

2. Follow established safety procedures and techniques to perform job duties; support district/department goals.

3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Bachelor's degree; Two (2) years' experience in supervision of similar business/community volunteer programs; Experience preparing and writing agendas, brochures, pamphlets, training manuals, etc. Experience in event coordination/orientations with public/customer groups. Strong organizational, communication, and interpersonal skills; multi-task numerous complex activities; prioritize workflow for themselves and others to address the multiple needs of the supervisor or department; and maintain accurate and auditable records. Bilingual, preferred.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Able to work evenings, nights, and weekends as assigned. Must be able to lift, carry, push, and/or pull up to fifty (50) pounds occasionally; more than 50 pounds infrequently and with assistance; requires extended periods of standing, bending, reaching, kneeling, stooping, walking, and lifting. Must possess a valid Texas or New Mexico driver's license; be insurable by the district's auto liability insurance carrier; subject to the YISD drug and alcohol testing policy and regulation.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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