

TITLE: Multilingual Family Ambassador

REPORTS TO: Superintendent Designee

SUPERVISES: N/A

JOB FUNCTION: The purpose of the position is to perform duties associated with school and district wide program support of family engagement activities. Duties will be associated with providing written and oral translation in a language other than English, conducting home visits, delivering family workshops, gathering and presenting detailed data pertaining to family engagement activities, attending and communicating with family and school meetings, establishing communication with all families, and creating engagement opportunities for all families.

MEASURES OF SUCCESS:

- Increase students' abilities to succeed and grow in school by connecting multilingual families to district and school services.
- Successfully cross-collaborate with all departments to provide multilingual families timely information regarding district wide programs and curriculum.
- Strategically align efforts to the district's framework for engaging families and communities that supports student and school improvement.
- Decrease/remove barriers to learning and student academic achievement by improving effective multilingual communication between home and school/district.

DUTIES AND RESPONSIBILITIES:

- Responds to internal and external customers in a timely, accurate, courteous, and empathetic manner representing FCPS in a positive light.
- Serves as a liaison between the school and its families and families as it relates to family and family engagement.
- Coordinate training opportunities for families and families of each student in grades Pre-K through 12th that will positively impact students' academic performance
- Maintains open communication with principals, staff, families and school-based family and community engagement on all planned family engagement activities.
- Investigates and answers questions pertaining to family engagement.
- Provides translation of school/district documents in a language other than English designed to inform families such as letters, newsletters, announcements, calendars, notices, webpage information, articles, flyers, community resource

information.

- Collaborates with school-based community engagement liaisons to identify community resources which support families and families and communicates identified resources to families and families using multiple means of communication such as: phone calls, mail, emails, home visits, newsletters, meetings, virtual meetings in order to encourage participation in school and district activities and events.
- Collaborates with appropriate staff members to identify and inform family and families experiencing challenges/crises of wraparound services such as, but not limited to, mental health services, counseling, food, and clothing banks.
- Encourages families and family members to serve as volunteers, maintains a current list of organizations that provide critical resources to families/families.
- Must be familiar with current state laws, state board rules, and school board policies as they relate to programs.
- Maintains daily work log on family engagement initiatives and submits monthly.
- Supports Family University in collaboration with the district Family Engagement team.
- Schedule, organizes and provides monthly family engagement workshops to families and staff.
- Operates a computer to enter, retrieve, review, or modify data; utilizes word processing, databases, and software programs.
- Responsible for keeping up to date on current technology, as job appropriate, being used by FCPS. With the support of the district, attends training to ensure skills level in various technologies is at the level required to perform in current position.
- Facilitate effective communication between two parties that do not speak a similar language by converting one spoken or written language to another.
- Responsible for timely and accurate information they maintain as part of their job responsibility.
- Maintains regular attendance.
- Responsible for timely and accurate information they maintain as part of their job responsibility.
- Other duties as assigned.

KNOWLEDGE AND ABILITIES:

- Fluency in English and at least one other language as identified by immigrant student population.
- Correct oral and written usage of English and other language as identified by immigrant student population.

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- Methods of appropriate communication and media selection to communicate with diverse socio-economic population.
 - Demonstrate interpersonal and social competence in working with linguistically and culturally diverse constituents.
 - Must have ability to work positively with families, school, and district personnel; ability to effectively deliver oral, written and visual presentation and report.
 - Demonstrate the ability to take initiative in creating, coordinating, and organizing activities and events; ability to accurately collect, organize and maintain data and information for reports.
 - District department-school site relations.
 - Ensures school documents are completed accurately and legibly by translating information appropriately.
 - Work confidentially with discretion.
 - Maintain current knowledge of program rules, regulations, requirements, and restrictions.
 - Edit and proofread text to accurately reflect language.
 - Use dictionaries and glossaries for reference.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision, and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push, or pull medium weights, up to 30 pounds

EDUCATION AND EXPERIENCE:

- High school Diploma or higher
- Minimum of 2 years' experience providing support to families to enhance student achievement, program management.

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky Driver's License

Original Date: 07.2022

