



REVISED:  
10/15/2025  
05/29/2024

Submitted:  
10/14/2025  
05/28/2024

JOB TITLE:	SPECIALIST <b>TITLE 1</b> PARENT AND FAMILY ENGAGEMENT <b>ACADEMICS</b>
DIVISION	<b>ACADEMICS STUDENT SUPPORT SERVICES</b>
SALARY SCHEDULE/GRADE:	II/IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4290
BARGAINING UNIT:	CLAS/CERX

#### SCOPE OF RESPONSIBILITIES

Provides instructional support to personnel at school locations; assists in parent and family engagement planning, implementation, evaluation and monitoring, and assists in curriculum development/ refinement; assists in planning, developing, implementing professional development for school-based personnel; assists in coordinating the Title I parent and family engagement components with the regular program. Supports the District's parent and family engagement programs.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as a resource by providing a variety of services to personnel at the local school level and by assisting in the selection, preparation and use of appropriate parent and family engagement instructional materials

Assists in planning, implementation and evaluation of parent and family engagement programs

Assists in curriculum development and refinement of parent and family engagement

Assists in planning, developing and implementing in-service related to parent and family engagement

Provides technical expertise in designing, adapting and implementing on-the-job training for the Title I staff at the local school level

Collects, compiles and analyzes parent and family engagement data

Disseminates parent and family engagement programs information as appropriate

Works with appropriate personnel to resolve parent and family engagement programs concerns

Assists in monitoring parent and family engagement component for compliance with Title I legislation and guidelines

~~Collaborates with Academics staff to plan and implement parent and family engagement programs pertaining to literacy, high-quality instructional resources and curriculum, academic standards, and other related topics~~

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all job responsibilities

This position requires regular reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

#### PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending,

climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

Master's Degree

Three (3) years of successful teaching experience at the appropriate level

Knowledge of current literature, instructional strategies and materials in the math or reading/language arts areas

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Certification in reading or equivalent professional experience in reading, related fields or additional hours in math as appropriate

Kentucky certification in Administration and/or Supervision (Principal's Certification) or Counselor's Certification

Ability to interpret test results and assist in developing/refining where appropriate, corrective instructional interventions

Demonstrated ability to work with a wide range of people in different roles

Knowledge of federal programs, preferably Title I

Experience in a diverse workplace

#### Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.



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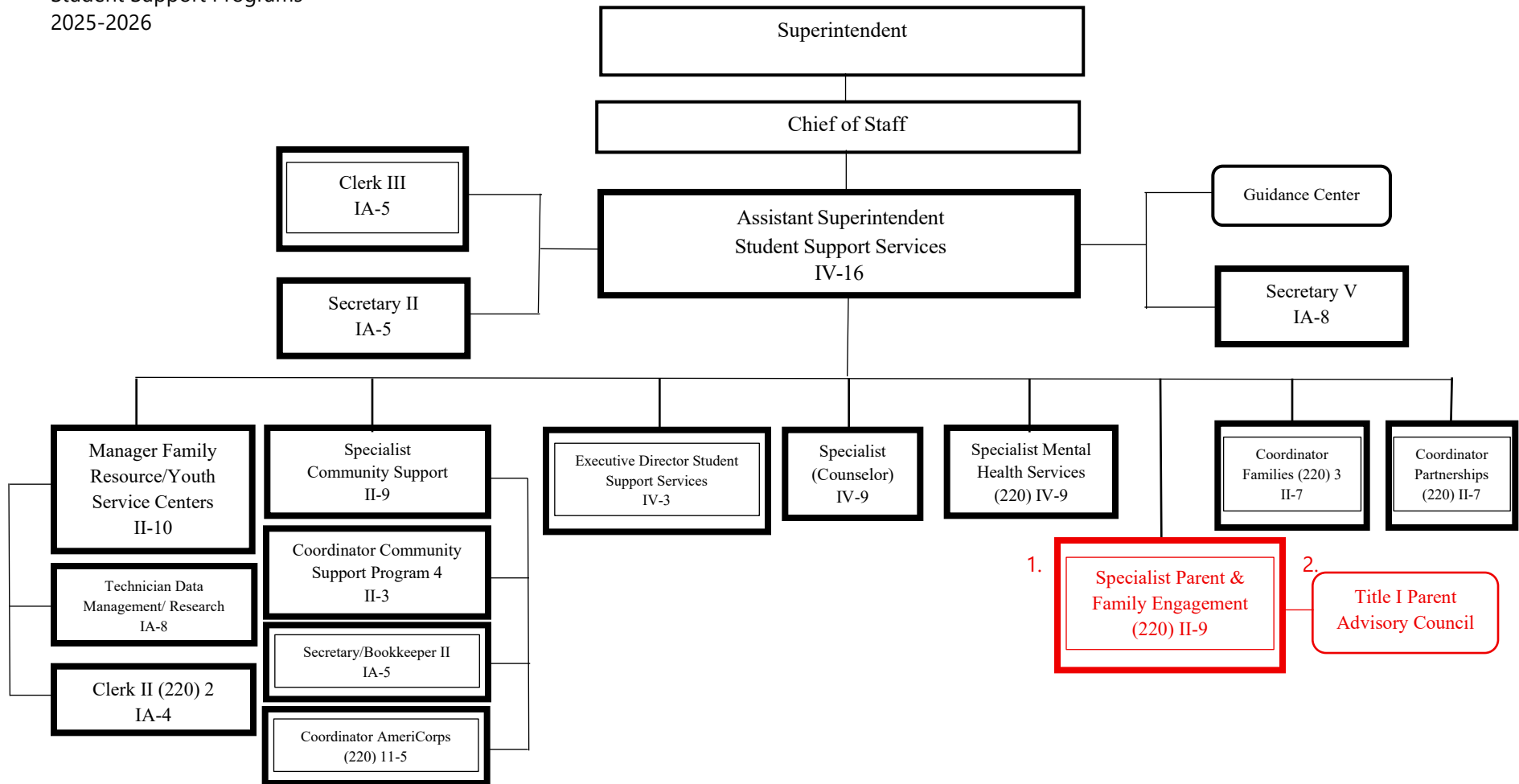
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1. Move Specialist Parent & Family Engagement from TI1 to SP1
2. Move Parent Advisory Council from TI1 to SP1

Summary:

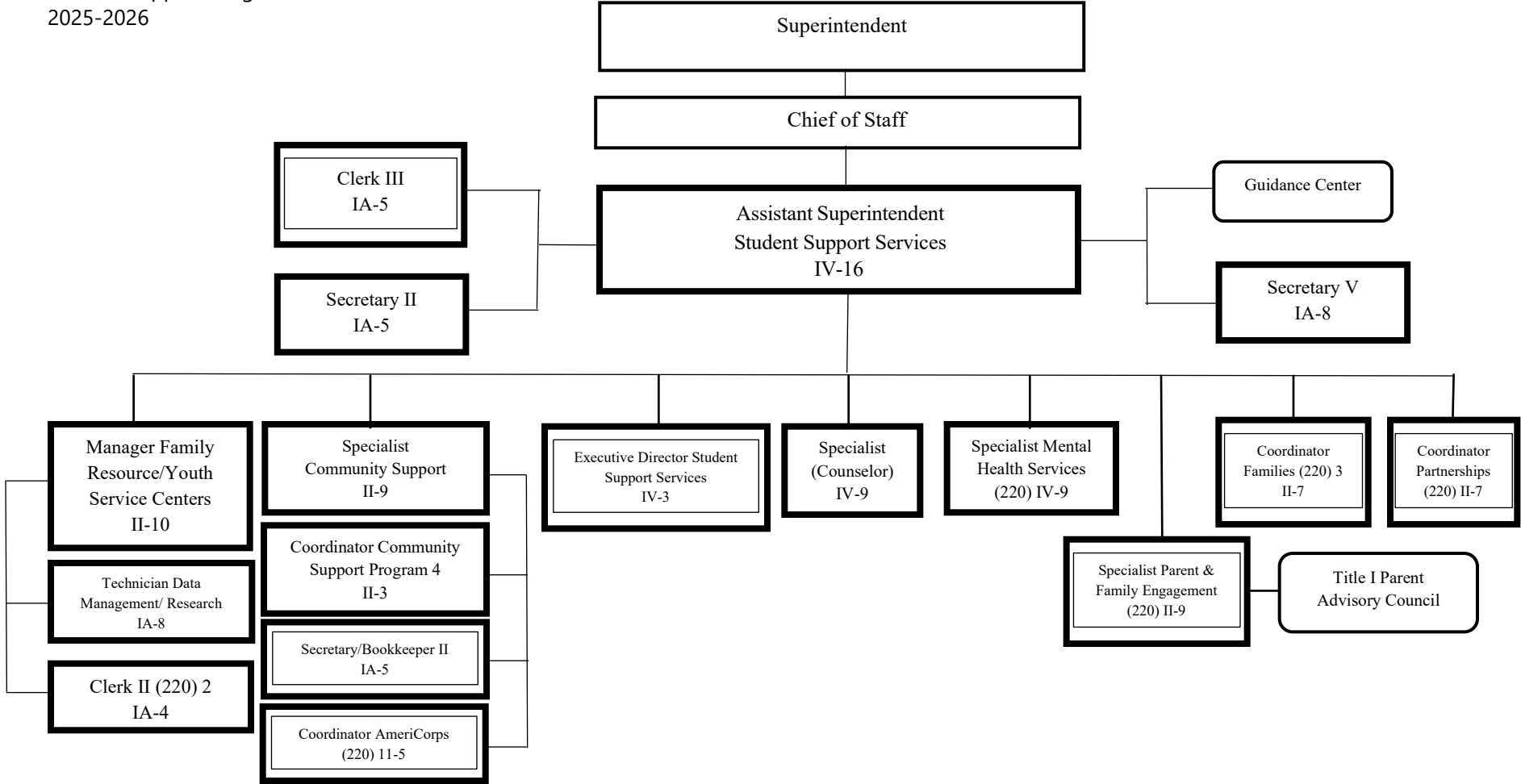
General Fund Positions: 15

Categorical Fund Positions: 7 8

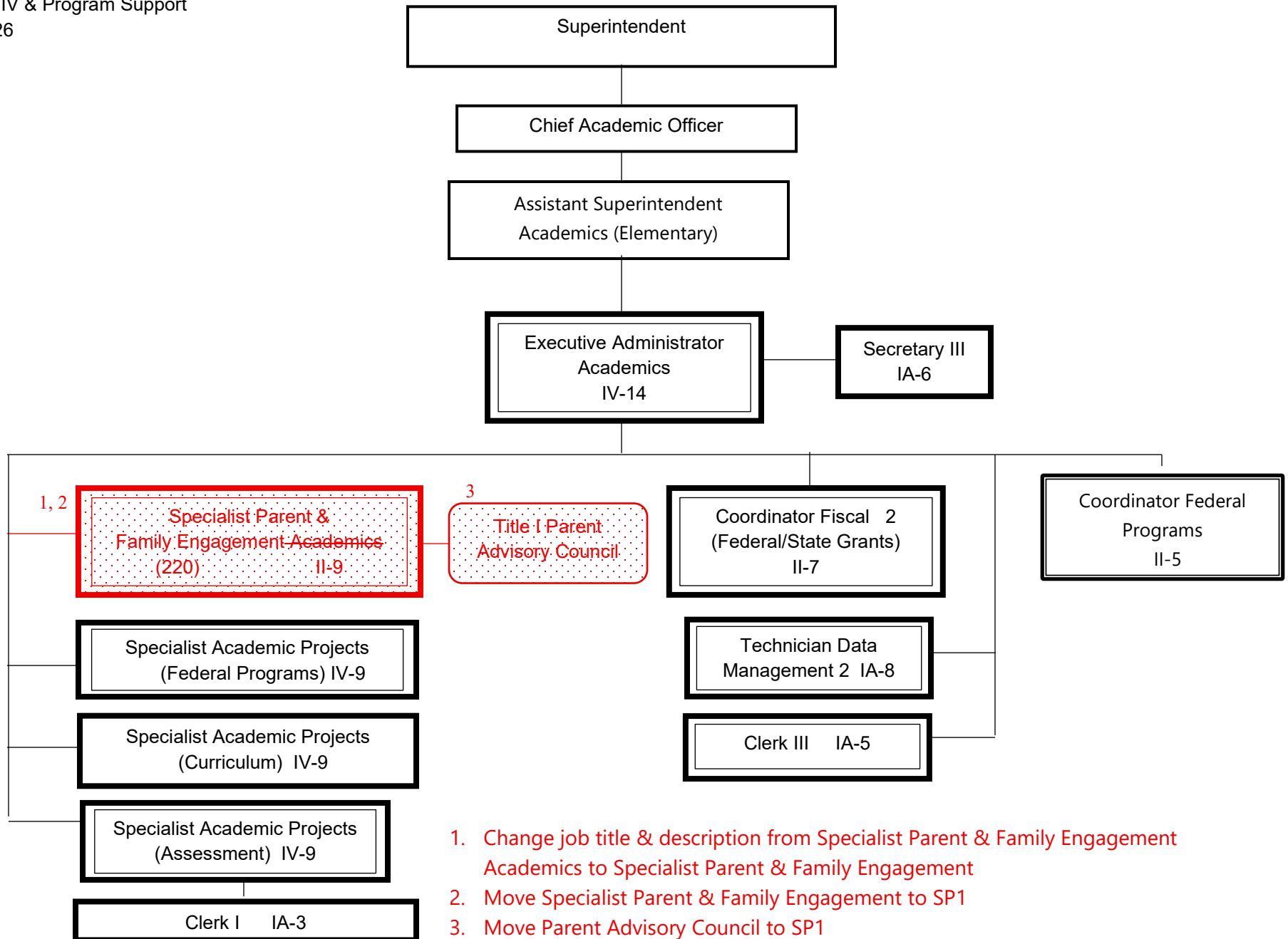
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Submitted: 05/23/2023 10/14/2025

Effective: 05/24/2023 10/15/2025



Summary:  
General Fund Positions: 15  
Categorical Fund Positions: 8



Summary:

General Fund Positions: 3

Categorical Fund Positions: ~~10~~ 9

Submitted: ~~03/18/2025~~ 10/14/2025

Effective: ~~07/01/2025~~ 10/15/2025

