



**JOB TITLE: Family and Community Engagement Specialist (per diem)
Family and Community Engagement (FACE)
(SOUTHERN CALIFORNIA, CENTRAL VALLEY, SACRAMENTO/BAY AREA)**

The California Association for Bilingual Education (CABE) is a non-profit organization dedicated to promoting biliteracy and quality educational experiences for all students in California, with a focus on English Learners in school settings. CABE works with organizations and partners statewide advocating for academic success and equity for students and their families with diverse cultural, racial, and linguistic backgrounds.

POSITION DESCRIPTION

The Family and Community Engagement (FACE) Specialist will promote and support CABE's vision of biliteracy, multicultural competency, and educational equity for all. This per diem position will advance the educational foundation and outreach of CABE's Family and Community Engagement (FACE), as contracts and corresponding work assignments are available. The FACE Specialist facilitates and supports the development and implementation of parent leadership and literacy programs and serves as a representative between CABE and the district/school site(s).

ESSENTIAL JOB DUTIES

- Provides and facilitates workshops to parents on parent engagement and leadership using culturally and linguistically responsive models of parent leadership and education.
- Maintains fidelity of project model through training and curriculum development.
- Supports recruitment of parents in programs.
- Serves as a mentor and liaison with parents.
- Works collaboratively with Family and Community Engagement team members.
- Addresses the issues of race/ethnicity, language, culture, and underserved populations as they impact the ability of parents and families to support accelerated and sustainable student achievement.
- Collaborates with team members in the identification, design, dissemination, implementation, and evaluation of promising/best practices in successfully engaging parents and families of underachieving students.
- Participates in the delivery of statewide parent workshops and outreach including the regional and annual CABE conferences and other partner conferences and events.
- Maintains appropriate records and data collection as required by assigned project.
- Utilizes technology within the context of parent outreach, training, and support.
- Attends professional learning activities.
- Performs other duties as assigned.

JOB REQUIREMENTS

Experience in organizing and delivering family and community leadership development and education activities, working with underserved student and parent communities, experience in integrating technology in parent leadership and education programs.

Skill in presenting parent education activities, documenting meetings and presentations, facilitating work group activities, communicating with multilingual/multicultural community members and establishing parent support networks.

Knowledge of English and another language, parent training programs, effective instructional practices, federal and state guidelines, parent committees.

Ability to work independently and work collaboratively with a variety of individuals and groups and with a solutions-based approach, communicate effectively verbally and in written form, exercise sound judgment, interpret and communicate policies and procedure, model norms of behavior that reflect high expectations for staff, students, parents, and community members, travel to various school and training locations.

Physical abilities include standing and sitting for extended periods, talking/hearing, near and far visual acuity, pushing/pulling, lifting, reaching, carrying, field of vision, fine manual dexterity. Department of Justice fingerprint and tuberculosis clearance.

Note: This position will require the ability to work remotely and in-person during onsite meetings or CABE required events.

QUALIFICATIONS

- Meet job duties, requirements, and skills as listed above.
- Possession of a valid California Driver's license with reliable transportation.
- Technology proficient.
- Bilingual / Biliterate.

COMPENSATION AND BENEFITS

- \$21- \$23 per hour.
- Mileage and travel reimbursements for corresponding work in the field.
- Access to CABE conferences and professional development.
- Collaboration with dedicated colleagues sharing a bilingual education commitment.
- Impact family and community engagement in local contexts.

To apply, please complete an application at:

- Complete the CABE Job Application at <https://fs3.formsite.com/cabeforms/form155/index.html>
- Applications **must** include a Resume, Letter of Introduction and Intent, and three letters of reference.
- Deadline to apply: **October 20, 2023**