

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**

**JOB DESCRIPTION**

**CLASS TITLE:** Family Support Specialist

**JOB CODE:** 4108

**DEPARTMENTS:** Family Support Services

**PAY GRADE:** 7 (U1)

**DATE:** 9/9/2016

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**BASIC OBJECTIVES**

This position provides confidential parent and family outreach program support in the Title I Program. Work involves assisting with parental involvement coordination, parent-to-parent support, and data collection. Work is performed under the direction of the Director, Community Outreach, Family Support Services, and in coordination with the principal of the assigned school.

**JOB TASKS/RESPONSIBILITIES:**

1. Coordinates efforts with Director, Community Outreach, Family Support Services and school staff to provide support to families (or parents/guardians) of Exceptional Student Education (ESE), English Language Learner (ELL) and students at-risk of academic failure.
2. Assists parents and educators by helping them understand district guidelines and procedures that impact ESE, ELL and students at-risk of academic failure.
3. Arranges in-service for parents/educators/ community.
4. Assists in organizing school-level advisory committees, scheduling meetings, and planning agendas.
5. Attends Title I and Department of Family Support Services meetings and events.
6. Maintains records of activities performed, including parent contacts.
7. Performs other duties as assigned by the Director, Community Outreach, Family Support Services.

**PHYSICAL REQUIREMENTS**

This is sedentary work which requires the following physical activities: climbing, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, talking, hearing and visual acuity. The work is performed primarily indoors. Ability to travel to multiple work sites is required.

**MINIMUM QUALIFICATION REQUIREMENTS:**

1. High school diploma or an equivalent recognized certificate.
2. Experience working with parents in an educational setting or any equivalent combination of acceptable training and experience.
3. Ability to operate automated office equipment.