

# Job Description

## Family Engagement Facilitator – School Age or Early Childhood FACE Center

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**Exempt (Y/N):** N

**Department:** Program

**Supervisor:** Director of Program Operations

**Date revised:** February 27, 2024

**Employee Name:**

**Date:** TBD

### **SUMMARY:**

The Family Engagement Facilitator (FEF) serves as the lead of the **Early Childhood or School-aged Family and Community Engagement (FACE) Center Project**.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The FEF will serve as the project leads for their respective FACE Center EC and SA teams. In addition to the deliverables noted for all professional FACE Center staff, the FEF will also be responsible for:

- Uses a systematized process approved by NYSED to provide:
  - Targeted professional development and technical assistance to identified groups around a common topic. Participants can include families, EO staff, or community groups, etc. (Birth to 3<sup>rd</sup> grade for Early Childhood and ages 5-21 for School Age).
  - Technical assistance and support to identified EOs and individual families seeking support and guidance.
  - Collaboration with the RPC to provide capacity building focused on family and community engagement in EOs.
- Responds to directives of NYSED and deploying resources of the FACE Center accordingly;
- Ensures all work of the FACE Center Specialists is in alignment with NYSED priorities and as written on the Support Plans;
- Actively participates in the development of high-quality support plans in collaboration with RPCs and TAPs established by OSE priority areas.
- Participates in regional planning in collaboration with NYSED.
- Participates in quarterly meetings in-person or virtually for a joint meeting with NYSED staff and other FEFs.
- Participates twice annually in both days of a two-day meeting (Fall and Spring) for the purpose of professional development and resource planning.
- Serves as a member of the RLT, which includes attending (virtually or in-person) monthly meetings with the RPC's Systems Change Facilitator (SCF), TAPs, and OSE Liaisons. During Support Plan development, meetings will occur bi-monthly at a minimum and as requested by NYSED as needed.
- Provides staff updates during the RLT monthly meetings as well as submit staff change documents to the OSE mailbox.
- Works in concert with the TAPs and SCF to plan, facilitate and conduct regional team check-ins for 12 days annually (8 days in-person, 4 days remote) with one full day in-person coaching session occurring in each quarter.
- Serves as a member of the Partnership Implementation Team (PIT), a work group comprising of different stakeholders whose purpose is to work with NYSED to share strengths and needs to improve the work of the Partnership.

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- FEFs are requested by NYSED to
  - attend 10 virtual half-day meetings (monthly);
  - attend one, two-day in-person meeting in Albany; and
  - assist in virtual workgroups, as needed.
- Collaborates with the RPC to conduct a needs assessment with identified EOs to determine specialist deployment, and to better understand the systems change required within that district.
- Upon hire, new FEFs partner with a mentoring FEF to receive training and support in their role for the first year.
- Experienced FEFs serve as mentors to new FEFs if selected to do so by NYSED.
- Works in concert with the TAPs to determine the professional development needs of the FACE Center. New specialists must receive 20 hours of professional development as determined by the onboarding needs assessment.
- Submits quarterly logs and expenditure reports within 30 days of the end of the quarter (September, December, March, & June), as well as annual budgets and work plans due by July 1.
- Works closely with the other FEF to ensure alignment of work between the two FACE Center teams and to avoid duplication. All collected information will be provided to the RPC and NYSED.

#### **PROFESSIONALISM:**

- Exhibits appropriate language and dress.
- Demonstrates appropriate communication skills both written and verbal.
- Exhibits appropriate work attitudes and performance behaviors.
- Exhibits reasonably regular and predictable attendance and punctuality.
- Shows respect and courtesy in all interactions and communication internal or external to the agency.
- Demonstrates interest, knowledge and support for Agency mission, values and philosophy.
- Demonstrates a flexible, creative approach as well as an adaptability to change.
- Demonstrates dedication to the goals and values of the agency.
- Demonstrates problem solving and conflict resolution skills in both organizational and interpersonal matters.
- Demonstrates self-directed behaviors.
- Ability to respond effectively to the most sensitive inquiries or complaints.

#### **TEAM RESPONSIBILITIES:**

- Supports and communicates with supervisor and co-workers in a cooperative manner.
- Demonstrates an understanding of the boundaries of the position as they relate to both responsibilities and limitations.
- Incorporates the Agency mission, values and philosophy in decisions, behaviors, and actions.
- Demonstrates initiative and seeks supervisory counsel when appropriate.
- Adheres to the policies, procedures, and philosophy of the organization.

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**DIVERSITY MANAGEMENT:**

- Model and practice sensitivity, fair treatment, and acceptance of diversity with clients, co-workers and in all other interpersonal interactions.
- Demonstrate initiative in learning about and implementing skills related to diversity.

**EDUCATION AND/OR EXPERIENCE:**

- Master’s degree or higher, and experience providing professional development and/or technical assistance.
- Proficient in Microsoft Word, Excel, and able and willing to learn to use Salesforce and NYSED Data Management System (DMS) software.
- Able to provide own transportation throughout Western New York. Work mileage will be reimbursed consistent with agency policy.
- Preferred to be the parent of an individual with disabilities, or who is currently, or has been in the past, a primary consumer of disability services.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid NYS Drivers License

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is occasionally required to walk, sit, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; the employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate.

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**I have received and reviewed my job description and understand the duties and responsibilities associated with the job.**

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Date

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Signature

Please provide the employee with a signed copy and place the original in the personnel file.