Bilingual Family & Community Engagement (FCE) Specialist

The Bilingual Family & Community Engagement (FCE) Specialist serves as a "for the district and supports the mission, vision, and strategic priorities of the CEO, Board of School Commissioners, and the Engagement Department through the promotion of positive relationships and creation of effective partnerships between the district and the emerging bilingual community, including newcomers and immigrants. The Bilingual Family and Community Engagement Specialist collaborates with schools, parent groups, and community partners to develop and implement effective family engagement, community engagement, and communications strategies at the school and district level that support bilingual families.

Essential Functions

- Supports school leaders and other identified staff members to develop, implement, and sustain research-based family and community engagement strategies at the school level.
- Builds relationships with local community partners and works collaboratively to provide resources to emerging bilingual families to support academic achievement for English learners.
- Assesses and identifies best practices/models for successful school-family partnerships.
- Develops and implements districtwide programs and activities for emerging bilingual parents, families, and community partners to support family and community engagement at the school level.
- Identifies resources and training opportunities that support the specific engagement needs of emerging bilingual school communities.
- Assists communications staff with the translation of written parent communications, including letters, reports, etc., by reviewing commissioned Spanish translations for accuracy and appropriateness of idiom and providing translations for content required for emergency or time-sensitive communications (e.g., robocall scripts for notification of families regarding emergency school closures).
- Educates and trains assigned schools and schools with emerging English learner populations and their families on FCE policies, procedures, and processes.
- Provides technical assistance; monitors school, family, and community engagement practices; and ensures that schools adhere to guidance associated with the Elementary and Secondary Education Act (ESEA)/Every Student Succeeds Act (ESSA).
- Assists schools with the development and sustainability of School Family Councils and organized parent groups to ensure that emerging bilingual parent and community members have an active role in school-based decision-making processes.
- Assist the district with implementing strategies defined by the newcomer and immigrant parent and community task force.
- Assists the district in expanding its reach into local immigrant and newcomer communities through active engagement with neighborhood and community-based organizations and external partners.
- Promotes positive relationships and creates effective partnerships between the district and community in support of student achievement and school improvement.
Facilitates communications between school personnel, families, and school partners.
Serves as the bilingual family engagement liaison between the Engagement Department, district staff, school personnel, families, and partners.
Prepares reports for Engagement Department leadership team review.
Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies, and the professional standards.

Maximum Salary $79,145.00
Minimum Salary $63,788.00

Desired Qualifications

- Bachelor's degree in a related field from an accredited college or university.
- Bilingual and biliterate in Spanish.
- Three years' experience developing and facilitating training opportunities for adult learners.
- Three years' experience in systems change, community organizing, communications, or development in a nonprofit, government, or business setting.
- Ability to provide Spanish translation and interpretation services.
- Knowledge of ESOL instruction, English language development, and culturally relevant pedagogy.
- Knowledge of laws, regulations, rules, and policies affecting City Schools' English learners and their families.
- Experience collaborating with schools, community-based, or family-supporting organizations.
- Experience developing and maintaining relationships with volunteer and community partners.
- Excellent verbal and written communication skills, including the ability to make effective public presentations.
- Excellent organizational skills and follow-through.
- Ability to analyze data and systems that can affect emerging bilingual families.
- Interpersonal skills that emphasize team building.
- Ability to engage parents and communities in school activities.
- Ability to organize networks of support for programs or initiatives.
- Ability to work effectively in fast-paced and complex environment, with numerous deadlines and multiple stakeholder viewpoints.
- Proficient in the use of computer applications, databases, word-processing, email, and website application
- Proficient in the use of Microsoft Office applications.
Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts - undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link:
http://www.baltimorecityschools.org

Baltimore City Public Schools does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age in its employment, programs and activities and provides equal access to the Boy Scouts of America and other designated youth groups. For inquiries regarding the nondiscrimination policies, please contact Equal Opportunity Manager, Title IX Coordinator Equal Employment Opportunity and Title IX Compliance Office 200 E. North Avenue, Room 208 Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

This position is affiliated with the Paraprofessionals and School Related Personnel (PSRP) bargaining unit.

This position is affiliated with the City Retirement Plan.