



Job Title: **Family Literacy Center Specialist**

Department: **Office of Student Advocacy and Access**

Supervisor: **Administrator**

Lane Placement: **ESP Lane 8**

Schedule: **8 hrs / 214 days** Evaluation Group: **JCES**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the direction of the Administrator of the Office of Student Advocacy and Access, the Family Literacy Center Specialist will be required to assist with the Title One Schools and all Federal Programs pertaining to them.

ESSENTIAL FUNCTIONS

- Facilitate Title I parent education through implementing Plazidas de Comunitados.
- Facilitate the implementation of Monterrey Tech as an extension of Utah State University.
- Manage the Midvale Family Literacy Center.
- Assist with interpretation and written translation as assigned.
- Assist with community outreach and Title I parent engagement activities.
- Work collaboratively with other professionals and outreach personnel to support early intervention services, programs to develop parenting skills and to increase student achievement.
- Support all initiatives of Office of Student Advocacy and Access.
- Predictable and reliable attendance.

During times of state or local emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Must be proficient in oral and written English and Spanish.
- Must have prior experience with Plazidas de Comunitados and must be a certified facilitator for Monterrey Tech.
- Must have experience providing parent training in an academic setting and teaching English as a Second Language.
- Must be able to work a flexible schedule (afternoons and some evenings).

- Must be able to take the initiative, work independently and effectively meet the demands of multiple programs.
- Must be able to work collaboratively and build trust within the community.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
 - Requires the ability to lift a minimum of ten (10) pounds.
 - Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020