



**FAMILY AMBASSADOR
SCOPE OF WORK
2021-2022**



COLUMBUS CITY SCHOOLS MISSION:

Each Student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

BOARD OF EDUCATION POLICY #2111:

The Family Ambassador Scope of Work and Interview Questions are based on the Board of Education Policies six standards of Parent Engagement & Dr. Joyce Epstein's Six Types of Family Involvement: 1) Effective Communication; 2) Relationship with families; 3) Volunteer Opportunities; 4) Learning at home; 5) Decision Making and Advocacy and 6) Community Collaboration.

POSITION OVERVIEW:

NEW - The *Family Ambassador position* can be filled by a family member in the Columbus City School District **OR** a member of the community that will carry out the following roles and responsibilities.

The Family Ambassador:

- (1) serves as a liaison between school and home, facilitating a partnership in support of student academic achievements. [**Learning at Home**]
- (2) coaches and mentors' families on how to be engaged members of the academic team; [**Relationships with families**]
- (3) advises and trains families to address issues and to advocate on behalf of their child's education. [**Decision Making & Advocacy**]
- (4) connects families to community-based services, school counselors and/or social workers; (5) expands volunteer opportunities. [**Community Collaboration; Effective Communication & Volunteering**]
- (6) maintains open communication with families regarding important school information (i.e. email, family bulletin board, newsletter, etc.). [**Effective Communication**]
- (7) maintains a family resource center (where applicable).



PREFERRED QUALIFICATIONS:

Education:

- High School Diploma or GED equivalent

Experience:

- Previous experience working with diverse communities.
- Proficient computer literacy (email, word processing, and internet)
- Bilingual applicants encouraged to apply

Key Components:

- On-going training to gain a strong knowledge of family engagement research and practices.
- Willingness to increase understanding of student achievement data and school improvement to better support families.
- Excellent communication and organizational skills
- Excellent public speaking and presentation skills
- Ability to take initiative and work independently with minimal supervision.
- Ability to facilitate partnerships and collaborative relationships with families, leadership, educators, and community partners.
- Excellent customer service and people skills
- Ability to work up to 20 hours per week (may include weekend or evening)

CCS VENDOR & FEDERAL REQUIREMENTS:

- A person holding the position of Family Ambassador is considered a vendor with the district and not an employee.
- Family Ambassadors must complete a BCI and FBI background check prior to beginning work in any school (each year) and may not have any disqualifying convictions as listed in O.R.C. 3319.39.
- This is a federally funded position that must adhere to Title I guidelines.
- No Family Ambassador work can be subcontracted out by any company doing business with the school.



ESSENTIAL DUTIES & RESPONSIBILITIES:

This is not an exhaustive list.

RELATIONSHIP WITH FAMILIES: WELCOMING ENVIRONMENT

Serves as a liaison between the school and its parents and families as it relates to family engagement.

- Establish trusting relationships and serves as point of contact for families.
Greets families at arrival and dismissal.

- Works closely with other school staff to coordinate services and resources for families.

- Creates and displays FA information bulletin board at school entrance to introduce families to FA position, office location, hours, etc.

- Creates and maintains parent information boards at school entrances with information to assist families with supporting children’s learning at home.

- Works with families and school staff to ensure interpretative services are available for conferences, school meetings, and activities.

EFFECTIVE COMMUNICATION

Responds to internal and external customers in a timely, accurate, courteous, and empathetic manner.

- Maintains open communication with principal, staff, parents, and community organizations on all family engagement events, strategies and initiatives.

- Maintains accessible resource areas at the school, providing information on ways for families to support learning at home.

- Maintain daily work log on parent engagement activities/ initiatives and submits monthly to school leadership and family engagement coordinators.

- Maintains open communication with school parent groups (PTA, PTO, Boosters)

VOLUNTEER OPPORTUNITIES

Recruits and organizes parent help and support for the school and for students.

Coordinates with administration and school staff to determine the needs of the school and students.

Participates on or forms committees to identify needs for building, students, and family support.

Helps to recruit volunteers for to support school improvement goals.

Encourages family members and caregivers to serve as volunteers.

LEARNING AT HOME

Coordinates with school administrators and teachers to provide workshops and training relevant to student learning and supporting learning at home.

Provides opportunities for families to practice (with other families) new tips, tools, or strategies to support their child's learning at home.

Individualizes supports to accommodate varying needs of families.

Participates in developing a school-level Title I Parent & Family Engagement Plan.

Schedules and organizes monthly parent engagement workshops for families, parents, and staff. (Virtual or In-Person)

Co-facilitates monthly family engagement workshops in collaboration with building principal or staff.

DECISION MAKING & ADVOCACY

Supports administration and educators to increase family voice and empower families to advocate on behalf of their child, school, and community.

Indicators

Serves as an active member on school teams to offer family engagement perspective or share Family Ambassador/Engagement updates and information to support the overall school improvement goals.

Examples: PBIS, BLT, Staff Meeting, Attendance team, NNPS School Team, Family Engagement Committees, program/workshop planning.

COMMUNITY COLLABORATION

Builds relationships with internal and external stakeholders.

Indicators

Maintains a current list of organizations that provide critical resources to families in the school community.

Collaborates with school-based community involvement coordinators and regional family engagement coordinators to identify community resources which support families.

Collaborates with appropriate staff members to identify and inform parents and families experiencing challenges/crisis of wraparound services such as, but not limited to, food banks and clothing banks.

GENERAL DUTIES

Indicators

Monthly: Submit action plan and hours to building principal, secretary and regional family engagement coordinators.

Monthly: Attends monthly family ambassador professional development meetings.

Participates in school and district professional development.

Establishes and maintains cooperative and collaborative working relationships with educators and administrators.

Follows Board of Education and school policies and procedures.

With the support of the regional family engagement coordinators attends training to ensure skill level in various technologies is at the level required to perform in current position.

Maintains confidentiality.

Secures Principals approval prior to scheduling parent engagement events.

Principal & Family Ambassador: Initials are required on each line, and a signature at the bottom of the page.

____ / ____ I have read the contents of the Scope of Work and understand that a requisition for a purchase order (P.O.) will be submitted by the Department of Communications & Engagement **once all the requested forms have been received, the background check has been cleared, and the vendor number has been created.**

____ / ____ I understand that the Family Ambassador work cannot be subcontracted out by any company that is doing vendor work with my building.

____ / ____ I understand that the Family Ambassador cannot begin or be paid for work in the building prior to the creation of a purchase order. I also understand that all work must be done in the school building.

By signing below, I certify that I have read and understood a Family Ambassador Scope of Work. Should you have any questions, please contact district Family Engagement Coordinators:

**Seneca Bing sbing@columbus.k12.oh.us or
Gherima Woldemariam gwolderaim10047@columbus.k12.oh.us.**

Family Ambassador Signature

(Print): _____ Signature: _____ Date: _____

Principal/School Designee Signature

(Print): _____ Signature: _____ Date: _____

END OF SCOPE OF WORK