**family ambassador**

**scope of work**

**&**

**Documents Checklist**

**2020-2021**

**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 Policy’s six standards of Parent Engagement: 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.

(2) coaches and mentors’ families on how to be engaged members of the academic team;

(3) advises and trains families to address issues and to advocate on behalf of their child’s education.

(4) connects families to community-based services, school counselor and/or social worker; (5) expands volunteer opportunities.

(6) maintains open communication with families regarding important school information (i.e. email, family bulletin board, newsletter, etc.).

(7) maintains a family resource center (where applicable).

**Preferred Qualifications:**

Education:

* High School Diploma or GED equivalent

Experience:

* Previous experience working with a diverse community
* Basic 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 10 hours per week (may include weekend or evening activities)

**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:**

**Welcoming Environment**

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

**Indicators**

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| --- |
| Establish trusting relationships and serves as point of contact for families |
| Greets families at arrival and dismissal |
| Creates and maintains parent information board at school entrances with information to assist families with supporting children’s learning at home. |
| Creates and displays FA information bulletin board at school entrance to introduce families to FA position, office location, hours, etc. |
| Works closely with other school staff to coordinate services and resources for families. |
| Works with families and school staff to ensure interpretative services are available for conferences, school meetings, and activities. |

**Communication**

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

**Indicators**

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| --- |
| Maintains open communication with principal, staff, parents, and community organizations on all family engagement events, strategies and initiatives. |
| Maintains accessible resource area 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, Booster clubs, etc.) |

**Making Learning Relevant**

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

**Indicators**

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| --- |
| 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 school-level Title I Parent & Family Engagement Plan. |
| Schedules and organizes monthly parent engagement workshops for families, parents, and staff. |
| Facilitates monthly family engagement workshops to families and staff. |

**Building Capacity**

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

**Indicators**

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| --- |
| Encourages family members and caregivers to serve as volunteers. |
| Maintains current list of organizations that provide critical resources to parents/families. |
| Attends Building Leadership Team (BLT) and Parent Teacher Association (PTA) meetings as a member and/or guest to provide Family Ambassador updates. |

**Collaboration**

*Builds relationships with internal and external stakeholders.*

**Indicators**

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| --- |
| Collaborates with school-based community involvement coordinators to identify community resources which support parents and 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**

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| --- |
| Attends monthly Professional Development meetings. |
| Participates in school and district professional development (monthly FA professional development meetings). |
| 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 Parent Coordinators attends trainings 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. |
| Secures Principal approval prior to the distribution of flyers, newsletters, etc. |

**REQUIRED FAMILY AMBASSADOR DOCUMENTS CHECKLIST:**

Below please find all documents that make a complete Family Engagement File. Note that all forms must be completed and returned to the Department of Engagement in order for a purchase order requisition to be submitted.

**Please sign all forms (listed below) in BLUE ink and return to:**

**2020-2021 School Year: Please send all forms electronically to:**

**Regions 1&2: Gherima Woldemariam- gwoldemariam10047@columbus.k12.oh.us**

**Regions 3&4: Lisa D. German-** [**lgerman@columbus.k12.oh.us**](mailto:lgerman@columbus.k12.oh.us)

**Regions 5&6: Seneca D. Bing- sbing@columbus.k12.oh.us**

|  |  |  |
| --- | --- | --- |
| **DOCUMENT** | **REQUIRED SIGNATURES/ACTION** | **WHERE TO SEND** |
| Scope of Work- page | Family Ambassador (FA) & Building Principal | Family Engagement Coordinator for your region. |
| Family Ambassador Interview Packet  (New Ambassadors) | Building Principal | Family Engagement Coordinator for your region. |
| Family Ambassador  Selection Form | Building Principal | Family Engagement Coordinator for your region. |
| Fingerprint Request Form | Family Ambassador take form to 270 East State Street to get background check. Cost $46- covered by FA  Family Ambassador email Seneca or Gherima to indicate a background check has been completed. | Family Engagement Coordinators will communicate with Rita Fisher (Human Resources) to secure the “clearance date”.  \*A spreadsheet with the information will be maintained by the Department of Engagement |
| Vendor Assistance Form | Family Ambassador complete the top portion of the form.  Principal print, sign, and date form. | Family Engagement Coordinator for your region.  Coordinator will forward to the Treasurer’s Office. |
| Form W-9 | Family Ambassador to complete this form if NEW to the position OR changing address and/or last name. | Family Engagement Coordinator for your region.  Coordinator will forward to the Treasurer’s Office. |
| Requisition for Purchase Order | Submitted by Department of Engagement | Spreadsheet with requisition numbers will be maintained by the Coordinators |
| Purchase Order Creation | Accounts Payable Department to create the Purchase Order | Family Ambassador and Principal are emailed a copy of the Purchase order from Accounts Payable.  **Family Ambassador may not begin work prior to the “Date Ordered” listed on the actual purchase order.** |

**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 Engagement once all of 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 sub-contracted 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.

***Please note that the Family & Community Engagement Coordinators are working with various departments to ensure that all paperwork is***

Family Ambassador (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_

Principal (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_

**End of Scope of Work**