



FAMILY AMBASSADOR SCOPE OF WORK 2024-2025

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.

Title: Family Ambassador

Rate: \$25 per hour (Maximum contract award is \$19,000)

Hours Per Week: 15-20 hours per week

Service Contract: Office of Engagement

Program Oversight: Director of Family and Community Engagement

Classification: Vendor

PROGRAM OVERVIEW

The Office of Engagement plays a crucial role in connecting schools with families and communities. Our Family Ambassadors (FAs) serve as a liaison, providing families with access to vital academic resources.

The work is based on Board of Education Policy #2111, which follows Dr. Joyce Epstein's Six Types of Family Involvement guidelines. It also adheres to the Office of Engagement guidelines, which align with the National PTA Standards of Family-School Partnership.

The standards are:

- Welcoming All Families
- Communicating Effectively
- Supporting Student Success
- Sharing Power
- Speaking Up for Every Child
- Collaborating with the Community
- Volunteer Opportunities



FAMILY AMBASSADOR ROLE AND RESPONSIBILITIES

- Report to the assigned school principal.
- Maintain a welcoming school environment for all.
- Establish trusting relationships and serve as a liaison between the school, families and the community.
- Facilitate family meetings and workshops in collaboration with school staff.
- Foster relationships/partnerships with community partners and educational organizations to support student achievement and uplift whole-child support.
- Maintains open communication with principal, school staff, families, and community partners.
- Provides opportunities for families to practice (with other families) new tips, tools, and strategies to support their children's learning at home.
- Work with community agencies and groups for the purpose of obtaining support for needed services, professional workshops, and activities for families.
- Co-create family engagement plan with parents, community partners, and school site staff for family workshops/events, or other communication necessary for student achievement and school culture.
- Collaborates to create weekly or monthly school newsletter.
- Attend staff meetings/professional development/and school-based teams (i.e. PBIS, BLT, Graduation etc.) were applicable.
- Collaborate with building administration and staff to secure translation/interpretive services when necessary.
- Attends monthly district and regional family engagement professional development training and meetings.
- Measure impact of family engagement strategies using approved district data collection methods.



PREFERRED QUALIFICATIONS

Education:

- High School Diploma or GED equivalent

Experience:

- Previous experience working with diverse communities.
- Proficient computer literacy (email, word processing, and internet).
- Multilingual applicants encouraged to apply.
- Familiarity with aspects of school operations, staff meetings/professional development/and school-based teams (i.e. PBIS, BLT, etc.).
- Excellent customer service and people skills.
- Willingness to increase understanding of student and school achievement data.
- Excellent organizational skills, communication, public speaking, and presentation skills
- Ability to work up to 15-20 hours per week in the school building (may include evenings and weekends)
- Ability to take initiative and work independently with minimal supervision
- Ability to facilitate partnerships and collaborative relationships with families, leadership, educators, and community partners
- Able to attend professional development trainings to gain a strong knowledge of family engagement research and practices
- Ability to document and track work performance daily

Physical/Mental Demands and Work Environment

- Tools/Equipment Use: Desktop PC with keyboard and mouse, laptop, scanner, calculator, software, desk, and adjustable chair.
- Motion: Frequent repetitive hand motions, including keyboarding and use of a mouse
- Lifting: Occasional lifting and carrying (less than 10 pounds)
- Environment: Works in a school setting; may require occasional irregular hours and/or prolonged hours, including evenings and weekends.
- Attendance: Regular and punctual attendance at the worksite is required for this position.
- Mental Demands: Maintains emotional control under stress with frequent interruptions.

CCS Vendor and Federal Guidelines:

- Family Ambassador is a vendor with the District. Vendors are not employees.
- Family Ambassadors must complete and receive a cleared BCI and FBI background check **prior** to beginning work (each year) and may not have any disqualifying convictions as listed in O.R.C. 3319.39.
- Family Ambassador cannot be a subcontractor with another business or organization.
- Service period is a school calendar year identified on the contract agreement



**ADMINISTRATOR & FAMILY AMBASSADOR: INITIALS ARE REQUIRED
ON EACH LINE, AND A SIGNATURE IS REQUIRED AT THE BOTTOM OF THE PAGE.**

	Administrator Initials	Family Ambassador Initials
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 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 receiving a purchase order. I also understand that the majority of work must be done in the school building, a community site, or where an event is held.		

By signing below, I certify that I have read and understood the Family Ambassador Scope of Work.

Family Ambassador Signature:

(Print): _____ Signature: _____ Date: _____

Administrator/School Designee Signature:

(Print): _____ Signature: _____ Date: _____