

CENTENNIAL SCHOOL DISTRICT NO. 28J

VACANCY NOTICE

March 10, 2025



POSITION: Student & Community Engagement Specialist (3 Positions Available)
LOCATION: District Wide
HOURS: 7 Hours Per Day (8:30am – 4:00pm)
CALENDAR: 193 Days Per Year; August – June (will be prorated based on start date)
SALARY: \$23.08 - \$31.95 Per Hour (Range G)
BENEFITS: PERS, Medical, Dental, Vision, Optional Insurances, Paid Leaves, Holiday Pay, etc.
START DATE: March 31, 2025, or when filled
APPLICATION DEADLINE: Open until filled

JOB PURPOSE STATEMENT(S): The position of Student and Community Engagement Specialist plays a critical role in enhancing cultural understanding and collaboration within the Centennial School District to strengthen the connection between the District, students, families, and the community. This individual serves as a liaison and cultural/linguistic broker, working to foster family engagement and support students' academic and social achievement. The position involves actively engaging with families to support student success, eliminate educational barriers, offer resources, and foster inclusive, welcoming school environments.

ESSENTIAL JOB FUNCTIONS:

Engage Community and Families:

- Develop and improve partnerships between families, teachers, administrators, and other school staff in support of learning.
- Increase family participation in student learning and school activities.
- Collaborate with educational staff on proactive outreach efforts to community and advocacy groups to promote student attendance and engagement.
- Build and maintain strong relationships with community organizations.
- Facilitate or attend educational training and functions.

Support for Families and Students:

- Partner with families to increase support for students, leading to academic success.
- Conduct home visits to engage with families and provide tailored support.
- Provide ongoing information, referrals, connection, and advocacy for identified needs, ensuring students and families have access to resources.
- Develop student engagement strategies to reduce barriers to education.

Coordinate and Monitor:

- Coordinate efforts with school staff and attend designated school meetings to ensure alignment of community engagement initiatives.
- Participate in ongoing professional learning and attend all required meetings as assigned.
- Maintain effective documentation to ensure accurate tracking of community engagement efforts.
- Monitor community engagement outcomes, evaluate, provide insights and recommendations for continuous improvement.

Analyze Data for Improvement:

- Monitor the success of community engagement efforts and collaborate with district and school-level teams.
- Analyze data to evaluate and modify engagement techniques.

Program Outreach and Relationship Building:

- Identify culturally specific communities and organizations interested in forming partnerships with the district to increase student enrollment, attendance, engagement, and academic outcomes.
- Co-develop engagement plans with key community groups.

OTHER JOB FUNCTIONS:

- Perform other duties as assigned.

REQUIREMENTS – QUALIFICATIONS:

- **Skills, Knowledge and/or Abilities Required:**

Skills:

- Bilingual/Multilingual, reflective of the District community.

- Strong interpersonal skills: Comfort and skill in working collaboratively with a wide range of stakeholders, including students, families, and community organizations.
- Conflict resolution skills: Ability to navigate and resolve conflicts effectively through communication and diplomacy.
- Technical skills: Proficiency with presentation software, word processing, and the ability to learn and use technology to innovate and increase efficiency.
- Independence and time management: Ability to work with minimal supervision, prioritize tasks, manage multiple projects, and solve problems as they arise.
- Strong communication skills: Excellent written, verbal, and presentation skills, with the ability to express complex ideas clearly and effectively.
- Skilled and experienced at working with youth and families.

Knowledge:

- Familiarity with the public school system: Knowledge of the American public school system and/or experience navigating post-secondary education.
- Knowledgeable about working with first-generation and/or underserved students.
- Experience working with diverse populations.
- Knowledge of race-based, equity-centered education: Strong understanding of theory, research, and emerging practices.
- Knowledge of adult learning practices: Familiarity with effective strategies for teaching and engaging adult learners.

Abilities:

- Strong equity lens: A demonstrated commitment to enacting equity, anti-oppressive practices, and trauma-informed care in all aspects of work.
- Self-starter and creative problem-solver: Ability to initiate projects independently and find innovative solutions to challenges.
- Relationship builder: Strong ability to establish trust and build meaningful connections with students, families, staff, and community partners.
- Partnership-building experience: Experience in creating successful partnerships between community organizations, schools, or other groups.
- Professional development experience: At least three (3) years of experience designing and facilitating professional development, specifically in race equity and anti-oppressive practices.

Education Required: Associates degree or equivalent.

Licenses, Bonding and/or Testing Required: Criminal Justice Fingerprint clearance (applicant agrees to assume cost upon offer of employment), valid driver's license: Required travel within the District and community

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Support Staff Personnel.

APPLICATION PROCEDURE:

All applicants, including current employees, are required to apply through [PowerSchool SchoolSpring](#):

External Applicants:

- Apply through [PowerSchool SchoolSpring](#).

Internal Applicants (Current Employees):

- Apply through [PowerSchool SchoolSpring](#) by clicking on "Internal" in the upper right-hand corner. First time users will need to create their own "Internal" account using their Centennial email address. For users who already have created their "Internal" account, simply enter your username and password at the top of the page. Follow the prompts, which will include typing a cover letter and attaching a resume.

For information about the position, contact:

Denise Wright, Director of Student Services

Email: denise_wright@csd28j.org

For questions about applying, contact:

Shannon Burley, Human Resources Secretary

Email: shannon_burley@csd28j.org

OAR RULES REQUIRE THE FINGERPRINTING OF ANY PERSON NEWLY HIRED.

Centennial School District practices equal employment opportunity and treatment regardless of race, color, religion, sex, sexual orientation, national origin, marital status, age, veteran's status, genetic information, and disability if the employee is able to perform the essential functions of the position.