



# St. Louis Language Immersion School

*The mission of the St. Louis Language Immersion School, an innovative, diverse, socially-conscious, public charter school, is to develop empathetic, high-achieving, bilingual, globally-minded students by providing a rigorous academic foundation that fosters critical thinking and problem solving.*

## Job Description

### FAMILY AND COMMUNITY ENGAGEMENT SPECIALIST

**Department:** Central Office      **Employment Type:** Administrator  
**FLSA Classification:** Exempt – 12-month position      **Supervises Others:** No  
**Reporting to:** COO

#### Qualifications/Experience

- A minimum of a Bachelor's Degree in Early Childhood Education or Social Work or other related human service field.
- Willingness to learn about and commit to SLLIS and its values by understanding the mission.
- Knowledge of services provided by various local social service agencies
- Considerable initiative and resourcefulness in recruiting skills
- A high level of personal integrity and professionalism
- Ability to maintain confidentiality
- Proficiency with Microsoft Office suite
- Impeccable written communication skills in English
- Ability to connect with people from a variety of different backgrounds.
- A creative, resourceful, responsive style with strong attention to detail and follow through
- Ability to work independently and as a team player
- Evening and weekend work will be required. Flexible full-time weekly schedule as determined by the needs of the organization

#### Preferred Qualifications:

- Demonstrated success building, managing, and growing meaningful relationships with a diverse range of constituents in the greater St. Louis community
- 2+ years' experience and demonstrated success in community outreach and/or education





# St. Louis Language Immersion School

*The mission of the St. Louis Language Immersion School, an innovative, diverse, socially-conscious, public charter school, is to develop empathetic, high-achieving, bilingual, globally-minded students by providing a rigorous academic foundation that fosters critical thinking and problem solving.*

- Sensitivity to and knowledge of under-served urban communities and/or immigrant communities in the City of St. Louis
- Experience managing volunteers serving in a public engagement role
- Fluency in one of the languages of instruction (French, Spanish, Mandarin) is highly preferred

## Essential Duties & Responsibilities

### Relationship Building

- Build relationships with local Head Start programs, local neighborhood associations, aldermen and alderwomen, churches, etc.
- Build positive and sustainable relationships with current parents—as they are our best free advertising for Future Families
- Ensure current SLLIS PTO parent participation in recruitment activities of Future Families
- Establish and maintain records to facilitate follow-up calls/visits to potential new SLLIS families
- Assist in the retention of SLLIS families through outreach and coordination of events
- Develop protocols for families who wish to dis-enroll from SLLIS
- Collaborate with school administrators in any initiative implemented to retain families, or implement creative methods to retain families.

### Student Enrollment Activities:

Manage and facilitate events and activities related to student recruitment and retention including:

- Conduct Future Family tours for parents and preschools
- Prepare for and attend community Events (i.e. Festival of Nations, COCA Family Theatre Series)
- Attend special school events (i.e. Annual SLLIS Family Picnic, New Student Orientation)
- Evaluate and document internal and external enrollment events
- Coordinate scheduling and logistics of enrollment events with school administrators





# St. Louis Language Immersion School

*The mission of the St. Louis Language Immersion School, an innovative, diverse, socially-conscious, public charter school, is to develop empathetic, high-achieving, bilingual, globally-minded students by providing a rigorous academic foundation that fosters critical thinking and problem solving.*

- Assist in the responsibility of the tracking of student enrollment data and provide accurate information for biweekly Cabinet meetings as well as for monthly Board reporting.

## **Enrollment Process Administration:**

- Track tour participants and compile annual reports about trends in demographics and timelines of Future Families
- Provide individualized support and follow-up for all Future Families
- Send periodic email updates to Future Families about enrollment process and community events
- Track all student applications through actual enrollment
- Allocate enrollment and outreach budget, assign and track all purchases
- Distribute outreach and enrollment materials created by the SLLIS Development Department
- Purchase, organize, inventory and maintain stocks of non-informational supplies (giveaway items, presentation folders, tablecloths, etc.) for events

## **External Communications:**

- Maintain robust website content with information that engages current and potential supporters to become further immersed in the organization's culture
- Write articles about enrollment for SLLIS eNews, website and social media campaign platforms
- Support all SLLIS Special Events/PTO meetings/area meetings
- Be physically present at all special events
- Assist with set up and/or delivering materials needed

## **Policies and Procedures:**

- Establish policies and procedures for enrolling students and maintaining confidential family enrollment records to include completed forms, follow-up, agency contacts and family contact reports
- Participate in any committees regarding changes to school enrollment policy





# St. Louis Language Immersion School

*The mission of the St. Louis Language Immersion School, an innovative, diverse, socially-conscious, public charter school, is to develop empathetic, high-achieving, bilingual, globally-minded students by providing a rigorous academic foundation that fosters critical thinking and problem solving.*

## **Additional Duties:**

- Support Registrar with school-home communications
- Other duties, as directed by the Superintendent or COO

## **Work Abilities and Physical Demands**

- Evening and weekend work will be required. Flexible full-time weekly schedule as determined by the needs of the organization
- Excellent technology skills are required. Demonstrated proficiency in the use of the following software – Microsoft Office, especially Word, Excel and Outlook. Ability to learn new software programs.
- Must be able to read, write and communicate in formal English
- Possess outstanding organizational and time-management skills.
- Ability to work independently and access supports as needed.
- Possess effective oral and written communication skills.
- Possess mathematical and analytical skills appropriate for budget management and the position.
- Ability to work with others in a positive manner.
- Ability to comprehend and follow written and verbal instructions.
- Possess common sense, problem-solving skills and reasoning ability to appropriately deal with complex situations as they arise.
- Ability to build and maintain relationships with colleagues that supports a cooperative work environment.
- Ability to handle and maintain the confidentiality of employee, student and other sensitive District information.
- Ability to set goals and establish methods for achieving these goals.
- Ability to work effectively with a wide range of constituencies.
- Ability to set priorities and manage tasks.
- Must be a patient, creative thinker who is comfortable with a fast-paced, changing work environment.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.





# St. Louis Language Immersion School

*The mission of the St. Louis Language Immersion School, an innovative, diverse, socially-conscious, public charter school, is to develop empathetic, high-achieving, bilingual, globally-minded students by providing a rigorous academic foundation that fosters critical thinking and problem solving.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety of SLLIS staff and students.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*

## Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with the Board policies and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the district. All employees are required to adhere to the values in all their interactions with fellow employees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

