



**Job Title:** **Multilingual Family Engagement Specialist**

**Department:** Communications

**Reports To:** Multilingual Family Engagement Coordinator

**Grade:** CA-12

**Number of Days:** 12 Months

**Overtime Status:** Non-exempt

**Last Revised Date:** August 20, 2019

**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

**Position Summary:** Working with the communications team, ensure that all public-facing messages and materials – including media releases and advisories, video, web, and social media content, district publications and promotional materials, and other public-facing communications – are available and accessible to families in Title I school catchment areas. This position will support the Multilingual Title I Family Engagement Coordinator with communication and engagement efforts that meet the needs of the diverse communities served in our Title I schools. The successful candidate will also assist with media engagement with outlets that primarily serve families in Title I catchment areas.

**Minimum Qualifications:**

- HS Diploma, GED or equivalent
- Interpreter and translator certification
- Minimum of three years of experience in providing interpretation and translation services
- Experience in public relations, marketing, or communications preferred

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supports the Multilingual Title I Family Engagement Coordinator with executing family engagement and outreach strategy for Title I schools that is aligned with the goals and priorities of Destination Excellence
- Assists the Multilingual Title I Family Engagement Coordinator with communications, outreach, and engagement plans, programs, and events to engage and inform current families in Title I schools and prospective families in Title I school catchment areas
- Ensures that all public-facing communications are available and accessible to families in Title I schools, and identifies and distributes information about news stories, events, services, resources, or supports of particular interest to families in Title I catchment areas
- Ensures that Title I school communities are informed about and updated on district news, programs, and initiatives
- Assists with creation of bilingual informational and promotional materials designed to engage and inform current families, prospective families, and Title I schools
- Coordinate with media serving Title I school communities and support Multilingual Title I Family Engagement Coordinator with community and family engagement events
- Ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Bilingual in English and Spanish
- Ability to provide simultaneous and consecutive language interpretation
- Knowledge of legal regulations and the role of an interpreter/translator
- Strong linguistic and cultural communication skills
- Ability to follow multi-step directions and complete tasks efficiently
- Possess knowledge of office equipment
- Possess good organizational skills
- Ability to perform various tasks and work with parents, administrators, teachers, other staff, and community members
- Ability to work under pressure and be flexible
- Ability to be responsive to and communicate effectively with colleagues, parents, community members and media

**Supervisory Responsibilities:**

- This role does not directly supervise any individuals

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- This position is largely based out of an office environment

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*