

Santa Ana Unified School District
1601 E. Chestnut Avenue
Santa Ana, CA 92701

Special Board Meeting
Santa Ana Board of Education

Thursday, November 14, 2019

CALL TO ORDER

Board President Amezcua called the meeting to order at 6:04 p.m. Other members in attendance were Mr. Palacio, and Dr. Alvarez.

Cabinet members in attendance were Dr. Rasmussen, Dr. Jimenez, Dr. Stekol, Dr. Martinez, Dr. Allen, Dr. Llamas, Dr. Helguera, Mr. Roychowdhury, Mr. Williams, and Chief Smith.

CHANGE IN ORDER OF AGENDA

PLEDGE OF ALLEGIANCE

Lieutenant Chavez led the Pledge of Allegiance.

PUBLIC PRESENTATIONS

Board President Amezcua asked if there was anyone wishing to address the Board in matters pertaining to the Special Board meeting. There were no individuals wishing to address the Board.

REGULAR AGENDA - ACTION ITEMS

6.1 Approval of New Job Description: Family and Community Engagement (FACE) Specialist

Moved by Ms. Amezcua, seconded by Dr. Alvarez, carried 3-0, with Dr. Rodriguez not present, to approve the new job description: Family and Community Engagement (FACE) Specialist.

Dr. Rodriguez arrived at 6:07 p.m.

6.2 Approval of Ed Options Plan to Increase Credit Recovery Opportunities for High School Students

After an overview and discussion provided by Dr. Allen, it was moved by Ms. Amezcua, seconded by Dr. Rodriguez, carried 4-0, to approve the Ed Options plan to increase credit recovery opportunities for high school students. Ms. Amezcua and Dr. Rodriguez requested an update on system analysis and implementation process.

RECESS TO CLOSED SESSION

The Special Board meeting recessed at 7:35 p.m. to discuss personnel matters.

RECONVENE SPECIAL BOARD MEETING

The Special Board meeting reconvened at 9:35 p.m.

ADJOURNMENT

The Special Board meeting was adjourned at 9:35 p.m.

The next Regular Board Meeting of the Board of Education is Tuesday, November 19, 2019 at 6:00 p.m.

ATTEST:



Interim Co-Superintendent



SANTA ANA UNIFIED SCHOOL DISTRICT

FAMILY AND COMMUNITY ENGAGEMENT (FACE) SPECIALIST

JOB SUMMARY:

Under the direction of the Family and Community Engagement Coordinator and/or designee, assist in the management and day-to-day operations of the practice of Family and Community Engagement in accordance with State, District, and local laws. Supervise, monitor, coach, support and evaluate Family and Community Engagement staff, develop and implement staff, parent and community workshops, and facilitate outreach services for families.

REPRESENTATIVE DUTIES:

- Build and maintain relationships with parents, families, teachers, administrators and community members. **E**
- Assist in planning, curriculum development, coordination, and implementation of FACE programming at both site and District level. **E**
- Provide assistance and training in program procedures to District staff, FACE liaisons and families. **E**
- Case manage parent concerns that connect directly to school sites. **E**
- Support events and activities connected to family engagement at school sites and District level. **E**
- Coordinate the activities of the Wellness Center as it relates to programming and resources with outside agencies and community representatives. **E**
- Prepare and/or supervise the preparation of manuals, handbooks, and newsletters. **E**
- Assess needs and assist in development, implementation and evaluation of special projects and programs. **E**
- Organize, facilitate, and provide professional development to school-based teams around the practice of Family and Community Engagement programs and resources. **E**
- Attend parent advisory groups as a representative both at the school site and at the District. **E**
- Plan collaboratively and deliver differentiated professional development to staff and parent groups. **E**
- Gather and analyze data and prepare reports and proposals related to Family and Community Engagement. **E**

FAMILY AND COMMUNITY ENGAGEMENT (FACE) SPECIALIST (CONTINUE)

REPRESENTATIVE DUTIES: (Continued)

- Ensure all parents, families, and community members are welcomed and involved in the learning process for their children. **E**
- Maintain documentation and compliance, supervise maintenance of records. **E**
- Connect and collaborate with community organizations and agencies to connect resources to school communities. **E**
- Maintain accurate records of agency contacts, services, resources and information aligned to the strategic and regional growth of programming and services available to families in the District. **E**
- Develop and implement operational procedures for site based Wellness Centers to ensure a welcoming and standardized mode of operation for all sites. **E**
- Conduct evaluations of site Wellness Centers in regards to operations, programming evaluation and resource matching to meet the needs of diverse learning and school community. **E**
- Supervise and evaluate performance of assigned staff. Assign and review work and participate in the selection of new personnel as assigned. Recommend and participate in disciplinary action as needed. **E**
- Coach assigned FACE staff in their practice of FACE as it relates to programming, resources and Wellness Centers operations. **E**
- Perform other related duties as assigned. **E**

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Knowledge of curriculum and instructional strategies and methodologies in core content areas considered a plus.
- Knowledge and understanding of needs of diverse student populations.

Ability to:

- Ability to analyze and interpret data.
- Ability to assess and make decisions and provide leadership in a positive manner.
- Ability to work collaboratively with parents, staff, and community.
- Skill and accuracy in written and oral expression.

FAMILY AND COMMUNITY ENGAGEMENT (FACE) SPECIALIST (CONTINUE)

EDUCATION AND EXPERIENCE:

- Bachelor's Degree
- Five (5) years of program management experience. Experience in a non-profit a plus.
- At least three (3) years of experience supervising and coaching staff.
- Experience identifying family outreach opportunities and making referrals to appropriate agencies as needed.
- Knowledge in establishing, planning, organizing and implementing an effective staff development calendar based on identified staff needs and interests.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license

WORKING CONDITIONS:

Environment:

- School office environment.
- Subject to visiting school, home and community agencies.
- Drive vehicle to conduct work.

Physical Abilities:

- Hearing and speaking accurately to exchange information in person or over the phone.
- Seeing to monitor program service operations, read a variety of materials for extended periods of time and driving a vehicle.
- Bending at the waist, kneeling or crouching.
- Lifting, carrying, pushing or pulling objects, normally not exceeding thirty (30) pounds.
- Standing and walking for extended periods of time.
- Fine motor dexterity to type and utilize computer and other electronics.

Hazards:

- N/A

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the Interactive Process.

Board Approved: 11/14/19