



<https://www.edfundwest.org/jobs/family-student-support-specialist>

## Family & Student Support Specialist (FSSS)

### Mission

The West Contra Costa Public Education Fund (Ed Fund) mobilizes resources for our students and aligns the efforts of our partners to ensure that all students succeed in college, career, and life. Therefore, our work is to connect public schools with tools, funds, and people power. Learn more about our work at [www.edfundwest.org](http://www.edfundwest.org).

The Ed Fund seeks to hire a climate coach to support the district's Full Service Community School and Positive School Climate Initiatives. This position will be employed through the Ed Fund, but will report directly to the Director of School Climate for WCCUSD.

### About the position

The school site seeks to create opportunities for parents, schools, families, and communities to work together to create meaningful partnerships that ultimately lead to an increase in student achievement.

The Family and Student Support Specialist I, will specialize in working directly with the school's families, and community to cultivate a generational learning experience that empowers educators, parents, and community stakeholders to enhance family engagement and improve student performance. The FSSS will represent the school in a positive manner and implement cross-functional strategies in the areas of Family and Student Support, Title 1, and Student Achievement.

### Primary Duties Include

#### Community Schools Support

- Support school site with implementation of the family and Student Support goals outlined in the School Plan for Student Achievement (SPSA).
- Support the school site leaders to implement high-quality family & student engagement practices
- Support Parent & Student Advisory committees and School Site Councils, including in their development, implementation, and monitoring of family & student engagement action plans.
- Assist in the design and implementation of programs that support families/ caregivers and students to navigate academic and social emotional struggles.
- Coordinate and participate in collaborative leadership with assigned Parent and Student Advisory Committees in working towards district and site-identified community schools goals

#### Capacity Building

- Support Parent & Student Advisory Committees to ensure joint planning, joint resource development, and optimal levels of efficiency and coherence in integration of systems and structures.
- Collaborate with WCCUSD staff and partners in developing and delivering

### Hiring organization

EdFund West

### Employment Type

Part-time

### Job Location

Helms Middle School, 2500 Rd 20, San Pablo, CA

### Base Salary

\$ 41,000

### Date posted

July 8, 2026

culturally-responsive orientation, technical assistance, and professional learning for community partners and their families, along with other key stakeholders, thereby building increased understanding of WCCUSD's family & student engagement strategy,

- Contribute to the strategic communications plan on WCCUSD's community schools, including highlighting exemplary community schools practices.
- Continuous Quality Improvement
- Participate in development of evaluation standards for WCCUSD family & student engagement strategy, including identifying universal and targeted supports to assist the site in meeting identified standards.
- Support quantitative and qualitative data collection, analysis, and reporting efforts related to WCCUSD family & student engagement strategy.
- Identify continuous quality improvement coaching needs among emerging and current Community Schools Action Collaborative leaders.
- Support implementation of needs and asset assessments to inform the development of partnerships and services for the community

## **Instructional alignment**

- Support the Community Schools Action Collaborative in creating plans to build student and parent & student capacity around how to better support learning at home, in order to increase student outcomes.
- Organize monthly meetings to provide parents & students with leadership skills to help improve student academics.
- Proactively outreach and engage parents, students and community members to attend monthly meetings.
- Collaborate with WCCUSD departments and external partners to provide content-based and research-based parent workshops.

## **Partnership development, management, and support**

- In partnership with the Community School Director, identify and develop partnership prospects between the school site and external organizations in service of creating and supporting WCCUSD's family & student engagement strategy.
- Train and support service providers to understand and align family & student engagement programs with school structures, systems, curriculum and goals; provide training and technical assistance to ensure cultural and linguistic responsiveness of services, programs and communication efforts.
- Develop a network database of stakeholders, community leaders, business owners, students and parents that will provide support to the school site.

## **Leadership**

- Attend community events/festivals/meetings/workshops facilitated by the school site, community organizations, and elected officials, where site representation is appropriate and engagement opportunities may present themselves.
- Monitor the effective implementation of Board policies regarding family and community involvement and recommend goals, policies, and programmatic changes.
- Organize, analyze, and report on school- and community-level data as established by the FACE department's metrics and goals.
- Support the planning and facilitation of regular training and support meetings with school site staff, on an ongoing basis.
- Represent the school site as needed in key district and community meetings, forums, or events as needed.

- Actively participate in district-wide initiatives and mandates including monthly Board Meetings, as needed.
- Attend mandatory capacity-building training including comprehensive Title 1, Community Engagement, and data management training.

## **Relationship Building**

- Assist school site staff in channeling engagement in ways that support and add value to student achievement.
- Build relationships and establish ongoing communication with various educational partners to help increase the school site's parent & student engagement efforts and student achievement.
- Provide excellent customer service experience for parents, students, and community members to foster a culture of collaboration, inclusion, mutual respect, openness and physical and emotional safety.
- Maintain a professional attitude, working cooperatively with all staff and parents & students; provides leadership and guidance by treating all families & students and community with dignity and respect.
- Maintains confidentiality as required by law and WCCUSD policy.

## **Knowledge, Skills and Abilities Needed**

In order to be successful and achieve the above responsibilities, the Family and Student Support Specialist I should also possess the following qualifications:

- Education, Community Engagement, Public Policy background
- Understand federal and state law in relation to Title I, Parent Involvement, and Local School Councils to ensure the District's compliance with State Board of Education rules and the District's parental involvement policy.
- Knowledge of computer usage and ability to use Google Suite, word processing, spreadsheets, databases, and e-mail
- Able to prioritize demands in order to meet requirements and timelines
- Ability to demonstrate excellent written, verbal, and presentation skills
- Ability to coordinate and facilitate large group meetings
- Ability to analyze, create, and present data reports
- Ability to manage and coordinate large scale projects and initiatives
- Ability to work collaboratively and communicate effectively with a wide range of people of diverse backgrounds, including parents, students, service providers, school personnel, community representatives, and consultants
- Ability to perform various tasks simultaneously, demonstrate excellent organizational skills and meet schedules and timelines
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Valid Driver's License

## **Education and Experience:**

1. Training and experience in Health, Education, or related human services fields.
2. Minimum of 4+ years in community engagement, education policy, and/or public affairs. Experience in building community partnerships, facilitating training, developing both high-level and parent-friendly presentations, and crisis management.
3. Three years of experience working with diverse communities in an educational or community outreach setting.

## **Supervision:**

- Supervised by the Community School Director and the principal for organizational guidance, performance evaluation, and professional development planning.

## **Working Conditions**

### **Environment:**

Office/School site environment. Work hours may vary and evening and weekend work hours are probable.

### **Physical Abilities:**

Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time; standing or walking for extended periods of time, dexterity of hands and fingers to operate a computer keyboard; reaching overhead, above the shoulders and horizontally, kneeling or crouching and bending at the waist to retrieve materials from files or shelves; hearing and speaking to exchange information in person or on the telephone; seeing to read; lifting light objects.

### **Salary and Benefits**

The salary for this position is \$41,000, is part-time at 29hrs per week.