

**Community Engagement Facilitator
Urbana School District #116
Proposed Duties and Responsibilities**

Purpose: To gain community input for the purpose of strategic planning.

Duties: The Community Engagement Facilitator will be responsible for interviewing and surveying a widely representative group of community members. The goal of this position will be to both educate the community about the schools and facilitate the process of expanding community engagement in the district. The analysis of the information gained from this process will be shared with the Board of Education and District Administration, in order to facilitate strategic and school improvement planning that is related to student engagement and learning.

Qualifications:

- Proven track record of facilitating community groups of all backgrounds.
- Knowledge and experience with a wide variety of community organizations with Urbana-Champaign
- Knowledge and experience with Urbana schools.

The community engagement facilitator will:

- Interview and survey parent, student and community stakeholders about school improvement and climate issues.
- Actively seek out information from groups who are under-represented in the communication and feedback process.
- Encourage parent and community members to serve on building and district improvement teams.
- Suggest additional ways the district may further engage underrepresented groups
- Facilitate a series of community meetings to gather information about the community's vision and goals for the district.
- Analyze the information and provide a report to district administration and the Board of Education that summarizes findings and makes recommendations for next steps.

Time Line:

- The report to the Board of Education will be completed no later than six months after the community engagement facilitator has been selected.

Compensation:

- Not to exceed \$17,000