



Latino Task Force Education Navigator/Family Advocate

\$28 Hourly/Full-Time; Benefited Position

Up to full time

Must be available during winter and summer break programming

Overview

Under the direction of the LTF Education Initiative the LTF Education Navigator will be responsible for youth, family, and school engagement. The work of the LTF Education Navigator is to ensure that all LTF families have support and access to services that help improve their child's education outcomes.

Job Duties

- Provide families with up to date information on elementary, middle school, and high school information
- Provide one-on-one support and guidance to parents with navigating SFUSD systems and protocols
- Plan family engagement workshops designed to support parents and families in navigating SFUSD
- Provide families with information on post secondary education that includes vocational training/school, community college, four year college
- Support families as they navigate the school system and educational services
- During the winter and summer breaks this position will step in as lead teacher for one of the classes and will continue to work with assigned families during the year
- Will develop relationships with assigned schools and shelter (La Posada located at Buena Vista Horace Mann K-8 School)
- Provide newcomer families with neighborhood tools including info on local credit union, library, English classes, Muni routes, school parent meetings, etc.

Evaluation and Reporting

- Keep accurate and consistent records of required data
- Track weekly activities and hours of services provided
- Complete and monthly reports

Collaboration

- Represent LTF at assigned community events, meetings, and other relevant opportunities to build support for the LTF Education Initiative

- Create opportunities to collaborate with other community based organizations and programs that have opportunities for enrollment
- Make connections to other agencies

Policy

- Stay current with SFUSD policies that affect Latinx students and families
- Engage, educate, and organize parents and families on policies that impact them under the direction of LTF Policy manager
- Assist in educating and preparing students and families for school board hearings and public comment

Qualifications

- Experience working with public school student and families
- Ability to navigate the San Francisco Unified School District
- Demonstrated ability to build strong relationships with diverse stakeholders and communities
- Willingness to work as member of a community response to needs of families

Work schedule

This position is expected to work during school closures for the holiday and summer breaks.

To Apply:

Please submit a cover letter and resume via the [LTF Jobs Website](https://www.ltfrespuestalatina.com/ltfjobs)
<https://www.ltfrespuestalatina.com/ltfjobs>