

Twin Rivers Unified School District

Position Description

Position: Parent Engagement Educator	Board Approved: 7/2/15
Department/Site: Student Services	FLSA: Exempt
Reports to/Evaluated by: Parent & Community Involvement Coordinator	Salary: TRUE Schedule 7

Summary

Coordinates parent involvement and education services offered by the District to enhance parenting and home/school connection as related to student academic success. Promotes and conducts a variety of parent education training modules, programs, meetings, and workshops. Serves as a liaison between families and schools to assist with improved positive home/school communication.

Distinguishing Career Features

The Parent Engagement Educator is a professional position designed to provide educational opportunities to parents and staff in an effort to strengthen the link between district initiatives and the home/school connection as it relates to the education of children. The Parent Engagement Educator is a credentialed professional who uses subject matter expertise to deliver training, and coordinate parent involvement/engagement programs.

Essential Duties and Responsibilities

- Assists in the coordination of parent education and involvement programs including, but not limited to those connected with pre-k – 12 programs. Assures alignment to the District's core beliefs and initiatives.
- Conducts training for parents and staff through a series of workshops and individual consultation. Visits schools to support parent involvement and communications.
- Encourages educational support and community involvement in parents. Assists families to understand their opportunities and responsibilities that empower them to become positive advocates for quality education for their children.
- Assists with the facilitation of parent advisory committee meetings. Provides training in conducting public meetings and equitable procedures to ensure that all voices are heard.
- Encourages parental involvement in school activities and other educational programs. Trains staff in parent involvement strategies and how to establish parent resource centers.
- Sets up procedures for and otherwise assists families in obtaining access to school programs and resources. Assists in removing obstacles that might prevent a family's participation in the school/programs. Provides training to parents and staff on how to effectively volunteer and utilize volunteers at the school.
- Receives feedback and concerns from parents and follows up to work with school sites to alleviate concerns and enhance parent satisfaction.
- Assists with keeping applicable portions of the parent engagement website up-to-date.

- Assists with the dissemination of information to parents and the community about parent education programs/opportunities provided by the District and outside agencies as applicable.
- Assists with the collection and compilation of accurate parent involvement data and the preparation of reports for submittal to outside agencies and the District's Board of Trustees.
- Collaborates regularly with the parent engagement team to develop high quality educational parent opportunities and explore innovative ways to create a sense of community throughout the District
- Participates in activities at the District, school sites, or community which may include evening and weekend hours.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires a working knowledge of adult and family basic education principles and methods. Requires working knowledge of child development principles and practices including the special needs of families from diverse socioeconomic and cultural backgrounds. Requires knowledge of creating meaningful resources and experiences relevant to families' needs.

Requires knowledge of and skill at using a personal computer and common office productivity software and programs. Requires full command of English written and oral skills to prepare high quality materials and reports. Requires excellent positive human relationship building skills in order to successfully interact with students, staff, community members, and parents, to conduct training, and promote the programs/resources available.

- **Abilities**

Requires the ability to independently perform all of the duties of the position efficiently and effectively while working collaboratively with the parent engagement team. Requires the ability to advise, and plan complex components of a parent education program. Requires the ability to learn, interpret, explain and apply knowledge of District programs, operations, and functions. Must be familiar with and apply applicable sections of the State Education Code regulations. Requires the ability to act as a liaison to a variety of District staff, parents, students and support agencies. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to coordinate and organize multiple projects at once. Requires the ability to conduct training to large and small groups. Requires the ability to communicate with students, staff, parents and the public in a manner that reflects positively on the department and District.

- **Physical Abilities**

Requires the ability to perform indoors in an office and/or classroom environment engaged in work of a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech

ability for ordinary and telephonic conversation, and to speak to and hear response from groups and individuals. Requires ambulatory ability to move about office, classroom, and home settings, to advise, tutor, make presentations, and reach work materials. Requires sufficient manual and finger dexterity to operate personal computers. Requires lifting of up to 50 lbs.

- **Education and Experience**

The position requires a valid multiple subject or single subject CA teaching credential and a minimum of 5 years of progressively responsible experience working with school aged children and families including those with high needs. A valid CA administrative credential and Spanish/English bilingual/bi-literate competency is desired.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed in indoor and outdoor environments with occasional exposure to health and safety considerations.