San Leandro Unified School District
Job Description

Parent Facilitator

DEFINITION:

Under the direction of site or district administration, the Parent Facilitator will; assist families, teachers, and administrators in supporting student achievement and community engagement; assist parents, teachers and administrators in implementing the goals, objectives and school site priorities; serve as the primary link between families and school staff; foster the home school connection on a school and district wide level; and assist student, staff and parents in achieving educational goals.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Lead school wide parent engagement efforts
- Work closely with site counselors, teachers, and administration
- Ensure access to multiple parent engagement events
- Provide multilingual support at all parent engagement events and activities
- Works collaboratively with staff to design protocols and procedures for engaging parents in student support
- Coordinate community and county services to support program families
- Provide parent tutorial training as supervised by a teacher or principal
- Provide classroom support
- Support computer literacy and instructional programs
- Support staff trainings on engagement strategies
- Maintain clerical records
- Attend district trainings
- Attend site staff meetings
- Attend site events to make recruitment presentations
- Recruit parents for workshops related to supporting student academic learning and socio-emotional development
- Prepare materials and rooms for workshops
- Assist with the facilitation of workshops
- Clean up rooms after workshops
- Collect and maintain all sign-in sheets, evaluations, and other data related to parent workshops
- Communicate regularly with site administration
- Contribute to site Parent communication efforts (i.e newsletters, webpage, etc.)
- Respond to emails/calls regarding parent engagement, home-school connection
- Make home calls and visits
- Keep family communication logs

QUALIFICATIONS:

Knowledge of:

- Schools and school districts
- Classroom instruction and student support strategies
- Facilitation and presentation techniques and strategies
- Collaboration and communication strategies

Ability to:

- Communicate effectively orally and in writing.
- Function with minimal supervision.
- Relate to parenting experience and give constructive feedback to parents.
- Exercise tact and good judgment.
- Prepare and maintain records, reports, and files.
- Establish and maintain collaborative relationships with families and site parent organizations and staff.
- Utilize basic computer programs including Microsoft Office.
- Demonstrate awareness of, sensitivity to, and competency in dealing with cultural and socioeconomic diversity of families.
- Participate in extensive training (parent curriculum, Aeries, ABI, San Leandro High School structures, etc.).
- Work days and some evenings.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent
- Experience in schools

LICENSES AND OTHER REQUIREMENTS:

- Pass District Qualifying Assessment
- Valid California driver's license and proof of current California auto liability insurance at time of appointment and throughout employment in this classification
- Personal automobile for job-related travel

WORK YEAR: 190 Days

WORKING CONDITIONS:

Work in schools, classroom, district office, and meeting room settings. Travel between locations required.

PHYSICAL REQUIREMENTS:

Frequency Key; None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	2		Lift/carry 0-10 lbs	3
Twist	2		Lift/carry 11-20 lbs	2
Squat	2		Lift/carry 21-30 lbs	2
Kneel	2		Lift/carry 31+ lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	2		Sit	3
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

Approval of Parent Facilitator Job Description and Salary Range Change to Range 38:

Pending Board Approved - August 26, 2014

For SLUSD	Date 8/13/14
For CSEA	Date 8/13/14
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