

JOB DESCRIPTION
San Leandro Unified School District

Parent Facilitator

Purpose Statement

The job of Parent Facilitator is done for the purpose/s of providing support to the instructional program with specific responsibilities assisting families, teachers and administrators in supporting student achievement and community engagement; for providing information on programs/services available to students and families as well as school and/or district activities and procedures; referring families to other agencies; serving as the primary link between families and school staff; and fostering an ongoing partnership between the home and school.

This job reports to Assistant Director or designee.

Essential Functions

- Assists with facilitation of parent workshops (e.g. prepare materials and rooms, collect sign-in sheets and evaluations, clean up rooms after workshops, etc.) for the purpose of ensuring that an ongoing partnership between the home and school is formed, and documenting or providing reliable information.
- Attends meetings (e.g. district trainings, site staff meetings, site events, etc.) for the purpose of conveying an/or gathering information required to perform job functions.
- Collects and maintains a variety of confidential and non-confidential manual and electronic lists and clerical records (e.g. parent workshop sign-in sheets, evaluations and other data related to parent workshops, family communication logs, etc.) for the purpose of documenting activities, providing up-to-date reference and audit trail.
- Communicates with parents on behalf of school (e.g. attendance and homework issues, available programs/services, completing paperwork, etc.) for the purpose of ensuring that an ongoing partnership between the home and school is formed.
- Confers with site counselors, teachers, parents, and site administration for the purpose of communicating regularly and assisting in evaluating student progress and/or implementing student objectives.
- Coordinates with community leaders, county services and organizations for the purpose of building resources and expanding family program capabilities.
- Supports at risk students for the purpose of providing referrals to ensure student progress and ongoing involvement of family members in the educational process.
- Leads school wide parent engagement efforts (e.g. responding to emails/calls, contributing to site parent communication efforts such as the newsletters and website page, assisting with facilitation of workshops, recruiting parents for workshops, supporting staff trainings on engagement strategies, etc.) for the purpose of decreasing parental isolation and developing parent involvement with their child's academic learning and social-emotional development.
- Monitors students while providing classroom support for the purpose of providing a safe and positive learning environment.
- Presents parent tutorial training as assigned and supervised by a teacher or principal for the purpose of providing information and guidance to families.
- Provides multilingual support at all parent engagement events and activities for the purpose of supporting student academic learning and socio-emotional development.

- Refers students and their families to outside agencies (e.g. state agencies, medical professionals, counselors, foundations, charities, etc.) for the purpose of ensuring the need of students and families are met.
- Supports computer literacy and instructional programs for the purpose of implementing the goals, objectives and school site priorities.
- Visits families and students in their homes for the purpose of assessing situations, improving communication, providing information regarding school policies and programs, and/or providing referrals.
- Works collaboratively with staff for the purpose of designing protocols and procedures for engaging parents in student support.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing activities; preparing and maintaining accurate records; and utilizing standard office equipment including utilizing pertinent software applications; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: community resources and principles of a community services program; and concepts of grammar and punctuation; age appropriate activities; age appropriate activities/behaviors; knowledge of community resources; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; setting priorities; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 55% sitting, 20% walking, and 25% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

Valid CA State Driver's License & Evidence of Insurability

FLSA Status

Non Exempt

Board Approval Date

November 10, 2015

Salary Range

38

