

EMPLOYEE NAME: \_\_\_\_\_

Created: 5/13; Revised: 6/13; 10/14; 6/18; 12/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Parent Resource Specialist, Title III	<b>JOB CODE:</b> 435Y
<b>DIVISION:</b> Academic Division/Teaching & Learning	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Federal Programs	<b>WORK DAYS:</b> 208
<b>REPORTS TO:</b> Supervisor, ESOL, Title III, Title I-C	<b>PAY GRADE:</b> NZ00 Based on Level I (K09)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Facilitates student intake process; works with teachers, administrators, and community members to coordinate and advocate for ESOL/Title III/Immigrant/International family and community involvement; assists in improving the measures of ESOL/Title III/Immigrant/International students' academic achievement such as high school graduation rate, promotion and retention rates; improves the communication among school personnel and non-English speaking parents. <b>Translation and Interpretation services limited to 50% of the work week. 50% of the work week must be devoted exclusively to Title III students, parents, services, and activities.</b>	

#### REQUIREMENTS:

1.	Educational Level: Bachelor Degree or its equivalency required (2 years of similar work experience = 1 year of college). A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: Valid Georgia driver's license; rating of superior or advanced on Mock Oral Proficiency Interview; upon employment must complete a CCSD ESOL Endorsement training program
3.	Experience: 2 years experience in language translation preferred, primarily working with Title III/ ESOL/ Immigrant families and community members
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; bilingual; computer skills; analytical skills

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

#### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Facilitates student intake process by reviewing international credentials and administering State required assessment for international students' entrance into the ESOL program.
3.	Follows established rules to ensure the school's ESOL/ Title III/Immigrant/International community resource center is a welcoming place that invites participation and partnership through the development of a wide variety of activities for students, parents, families, and communities.
4.	Facilitates specific activities for Title III families 50% of the work week by providing information and support regarding attendance, testing, graduation requirements, post-secondary opportunities, disciplinary codes, ACCESS, and other testing measurements for future improvement in the development of ESOL/Title III students and their families etc.
5.	Provides support at least 50% of the week to ESOL/Title III/International/Immigrant students by providing specific resource information, career exploration, and other appropriate assistance to help students achieve their aspiration for educational achievement in light of language and cultural acquisition skills.
6.	Collaborates with CCSD personnel, community members, university personnel, and external stakeholders to identify resources and provide assistance to ESOL/Title III/Immigrant /International families.
7.	Serves as a liaison between non-English speaking parents and school personnel; 50% of the work week must be reserved for specific Title III/Immigrant activities and information.

8.	Coordinates and collaborates with supervisors, principals, teachers, parents, and community members to implement appropriate Title III/ ESOL /Immigrant/International parental activities.
9.	Maintains appropriate records to include documentation of all coordinated and/or facilitated events and activities related to Title III functions (50% of the work week) as well as collect parental involvement data for Title III/ESOL monitoring purposes.
10.	Assists in the planning and development of parental and community classes for English Language Learners, parents, and community members to improve literacy and proficiency rates of ESOL/Title III/Immigrant and International students.
11.	Performs other duties as assigned by ESOL, Title III, Title I-C Supervisor.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_