

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

 Revised: 10/07; 9/09; 8/12; 10/12; 5/15; 4/16; 12/17; 3/18; 6/18; 12/18;  
 1/19 :12/20

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Parent Facilitator, Certified, Title III	<b>JOB CODE:</b> 413A
<b>DIVISION:</b> Academic Division/Teaching & Learning	<b>SALARY SCHEDULE:</b> Teacher
<b>DEPARTMENT:</b> Federal Programs	<b>WORKDAYS:</b> 188
<b>REPORTS TO:</b> Supervisor, ESOL, Title III, I-C	<b>PAY GRADE:</b> CIT (4,5,6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Works directly with parents to improve their capacity to support the English proficiency and academic achievement of their children; works with colleagues, school leaders, and teachers to enhance the implementation of Title III funded Language Instructional Education Programs (LIEPs); collaborates with teachers, administrators, and community members to coordinate and advocate for family involvement; works towards improving the measures of students' English language proficiency and academic achievement, such as ACCESS scores, high school graduation rate, promotion and retention rates.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor' degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: Three years of teaching experience working with English Learners in a K-12 setting
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Advanced to Superior written and oral communication skills in Spanish or another language other than English and English; university studies in a foreign language preferred; computing skills, excellent instructional and classroom organizational skills, knowledge of Title III policies and procedures.

***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.	Works collaboratively with colleagues and the Supervisor for ESOL, Title III, and Title I-C to continuously assess the needs of limited English proficient (LEP) parents and to design, plan, carry out, evaluate, and continuously improve workshops and meetings for LEP parents on a variety of useful topics; maintains appropriate documentation of all events and activities.
3.	Assists schools in assessing the needs to support English Learner students and their families, providing a welcoming environment that invites the participation and partnership of LEP parents, planning and implementing appropriate and effective parent engagement programs, and increasing parent participation and build parent capacity to support the English language proficiency and academic achievement of their children; maintains appropriate documentation of all events and activities.
4.	Collaborates with parent engagement staff in Title I, Social Work, and other CCSD offices, and with community-based organizations such as <i>Ser Familia</i> , Latin American Association, and <i>Caminar Latino</i> to coordinate community participation programs, including family literacy services, parenting classes, and family outreach activities for English Learners and their families.
5.	Works in close collaboration with the Supervisor for ESOL, Title III, and Title I-C, the Family and Community Support Facilitator, and Title III/ESOL Consultants to continuously monitor and support the implementation Title III funded Language Instructional Education Programs (LIEPs); participates in regular meetings with vendors for Title III funded LIEPs; communicates student, family, and school needs to improve the quality of LIEP implementation.
6.	Works directly with the parents and families of active English Learners served via a Title III funded Language Instructional Education Program (LIEP) to build the capacity of parents to support their children's participation, to increase student participation in LIEPs, to enhance the quality of LIEPs, and to accelerate progress toward

	proficiency in English for participating students; maintains appropriate documentation of all meetings, workshops, and activities supporting Title III LIEPs.
7.	Supports school leaders and teachers in understanding, using, and improving the implementation of Title III funded LIEPs to supplement the state ESOL program.
8.	Performs other duties as assigned by Supervisor, ESOL, Title III, Title I-C.

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

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