



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

Revised: 10/07; 11/07; 9/09; 8/12; 10/12; 7/13; 6/18 ;6/21;11/22

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Parent Facilitator, Classified	<b>JOB CODE:</b> 413B
<b>DIVISION:</b> Academic/Teaching and Learning	<b>SALARY SCHEDULE:</b> Paraprofessional
<b>DEPARTMENT:</b> Federal Programs	<b>WORKDAYS:</b> 181
<b>REPORTS TO:</b> Principal/Supervisor, Federal Programs	<b>PAY GRADE:</b> NH0 (4,5,6,7, or 8)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Improves the collaboration between parents, school personnel and community members; increase parent involvement in the educational process of their child; improves the communication among school personnel and non-English speaking parents; assists with the facilitation of School Improvement Plan goals.	

**REQUIREMENTS:**

1.	Educational Level: Hold a minimum of a High School diploma or GED equivalent.
2.	Certification/License Required: None
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

***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 with teachers, parents, and administrators to ensure that parents are involved in the education process.
3.	Coordinates and collaborates with supervisors to implement Federal mandated Parent and Family Engagement activities.
4.	Maintains a parent visit/volunteer log.
5.	Collaborates with CCSD personnel and community members to identify resources.
6.	Maintains and submits appropriate documents as requested.
7.	Disseminates information to the school community regarding the Parent and Family Engagement Policy and Compact(s).
8.	Participates in required Parent and Family Engagement trainings and webinars.
9.	Performs other duties as assigned by appropriate administrator.

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

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