

JOB DESCRIPTION

POSITION TITLE: Parent Resource Specialist	JOB CODE: 435Y
DIVISION: Academic Division/Teaching & Learning	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Federal Programs	WORKDAYS: 208
REPORTS TO: Supervisor, ESOL, Title III, Title I-C	PAY GRADE: NZ00 Based on Level I (K09)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates and collaborates with supervisors, principals, teachers, parents, and community members to engage and built the capacity of multilingual families through workshops, meetings, and family activities that build understanding of the American school system and culture, teach key technology and communication skills, improve English language and literacy, and teach parents how to access and understand important information and updates on topics relevant to their children’s education, such as attendance, testing, graduation requirements, post-secondary opportunities, disciplinary codes, ACCESS; empowers parents to advocate for interventions and supports to support the English language development and academic achievement of their children.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree or its equivalent required (2 years of similar work experience = 1 year of college). A combination of experience and education may be used to meet the bachelor’s degree requirement; however, the work experience years used to qualify for the bachelor’s 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 bilingual Mock Oral Proficiency Interview in the designated language other than English; rating of “Bridging” or “Reaching” on the WIDA writing rubric preferred
3.	Experience: 3 years’ experience working with English Learner and/ or Immigrant families and community members; experience working in a K-12 educational setting preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication skills in English and the identified additional language; strong technology 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.	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.
3.	Assists schools in assessing the needs of 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, increasing parent participation, and building parent capacity to support the English language proficiency and academic achievement of their children.
4.	Works directly with the parents and families of active English Learners served via one or more Title III funded Language Instructional Education Programs (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.
5.	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> , university personnel,

	and other external stakeholders to identify resources and provide assistance to multilingual families; coordinates community participation programs, including family technology and literacy classes, parenting classes, and family outreach activities for English Learners and their families to improve the physical and mental well-being and English language and literacy proficiency rates of multilingual families.
6.	Maintains appropriate documentation of all coordinated and/or facilitated events and activities, including registration, agendas, presentations, attendance records, and/or sign-in sheets to document parent involvement engagement for ESOL/Title III programs.
7.	Performs other duties as assigned by ESOL, Title III, Title I-C Supervisor.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____