



Sequoia Union High School District

Job Description

JOB TITLE:	Parent Center Coordinator
REPORTS TO:	Instructional Vice Principal
CLASSIFICATION:	Classified
SALARY SCHEDULE:	8.5
WORK - YEAR / HOURS:	11 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	2/2/2000

DEFINITION

Under general supervision of the Chairperson of the English Language Learner (ELL) Department, to serve as a resource to and liaison between school personnel and ELL parents/guardians regarding the educational system; to improve communication between the school and ethnic or language minority parents; to coordinate the services provided by the Parent Center, and to perform related work as assigned.

Sequoia Parent Center Coordinator-Bilingual-all positions in the bilingual classification are distinguished by the requirement for oral and written fluency in a target language. This position is a temporary categorically funded position, 7 and ½ hours per day per semester.

EXAMPLES OF DUTIES

- Communicates with the Parent Involvement Coordinator to integrate the goals of the Parent Involvement Plan and to help develop resources for ELL parents.
- Interacts with parents/guardians and families in the Parent Center, by telephone, during meetings, and may make home visits if necessary.
- Provides information and assistance to families regarding school/community/social service resources and encourages problem resolution.
- Conducts informal/formal assessments of parents/guardian needs.
- Conducts informational meetings, conferences and workshops for families to inform, train and encourage full participation in the educational system.
- Coordinates all activities in the Parent Center and informs the school community and the parent Involvement Coordinator of all events and services provided in the Center.
- Maintains a record and file of participants in the parent Center.
- Coordinates classes in English as a Second Language and technology training for parents.
- Welcomes and assists parents who visit the school for information on the progress and attendance of their students.
- Participates in leadership and meeting skills training.

QUALIFICATIONS

Knowledge of:

- The community, culture, customs and problems associated with students/families served
- Community and social service resources
- Educational system objectives, programs and requirements

Skills in:

- Providing effective intervention and communication
- Promoting, facilitating and maintaining partnerships between parents, educators and community organizations.
- Making presentations and conducting meetings
- Working independently and using sound judgment
- Interacting effectively with a diverse public
- Preparing and maintaining accurate records and files
- Establishing and maintaining effective working relationships with those contacted in the course of work

A typical way of acquiring the required knowledge, skills and abilities might be:

Equivalent to graduation from high school and experience working with youth and/or community organizations which has provided the required knowledge, skills and abilities.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision, which can be corrected to a level sufficient to successfully read hand-written, typed and computer generated information and data.
- Hearing and speech ability sufficient to enable communication by telephone and in person
- Manual dexterity sufficient to use standard office equipment and supplies

OTHER REQUIREMENTS

Requires willingness and ability to work evening hours.