



PERSONNEL COMMISSION

**Class Specification:
Salary Range: 20 (C1)**

CLASS CODE

TITLE

5218	PARENT INVOLVEMENT SPECIALIST
5219	PARENT INVOLVEMENT SPECIALIST – BL KHMER
5220	PARENT INVOLVEMENT SPECIALIST – BL SPANISH

JOB SUMMARY

Under general supervision, participate in organizing, developing and coordinating activities related to the District's Parent Education Program; prepare for and conduct parent workshops designed to strengthen parent engagement in their children's education; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Participate in organizing, developing and coordinating activities related to the District's Parent Education Program; prepare for and conduct a variety of parent workshops designed to strengthen parent engagement in their children's education. **E**
- Present a variety of workshop activities and materials related to parental engagement topics such as self-esteem, pro-active and effective parenting techniques, positive discipline methods, study skills, planning for success, English proficiency and literacy. **E**
- Confer with site staff and administrators to outline program objectives, schedule parent workshops, select workshop topics and plan for the preparation and delivery of workshop activities and materials. **E**
- Encourage parent participation in the program; prepare and distribute informational program materials throughout the District; assist in promoting and advertising parenting classes; provide information to interested parents. **E**
- Encourage positive learning patterns and motivate parents regarding the importance of education for all family members. **E**
- Send parent workshop invitations; prepare attendance sheets and maintain records related to workshops; distribute and collect parent surveys to assist in evaluating the effectiveness of workshops and identify need for new courses. **E**
- Participate in the effective instruction of parents by conducting activities such as one-on-one learning programs, small group and adult class learning; lead and facilitate group discussions, workshop projects or related activities. **E**

- Arrange for computer lab training activities and materials for parents; assist parents in a computer lab to utilize emerging District technologies and self-paced software. ***E***
- Provide oral and written translation and interpretation of written text and materials from English to a designated second language; serve as an interpreter for a variety of meetings, workshops and events for District personnel, parents and students. ***E***
- Contact and arrange for guest speakers from the community to lecture and assist in providing positive parenting programs. ***E***
- Attend and participate in workshops, in-services and seminars related to the development and implementation of Parent Education programs and goals; attend a wide variety of District and site meetings. ***E***
- Establish and maintain records, logs and files related to assigned activities; prepare reports. ***E***
- Perform a variety of program support activities such as composing correspondence, duplicating materials and answering telephones. ***E***
- Operate a variety of office equipment including a copier, typewriter, and computer and assigned software; operate headphones and microphones during oral translations; drive a vehicle to conduct work. ***E***
- Maintain the cleanliness, order and appearance of assigned work areas. ***E***
- May conduct home visits to explain Parent Center programs and discuss attendance issues with parents.
- Provide work direction to parent volunteers.

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

The District's Parent Education Program provides training for parents in such areas as self-esteem, effective parenting, appropriate disciplining techniques, reinforcing student achievement at home, and other related issues for the purpose of improving student education and development through pro-active parenting. The Parent Involvement Specialist is an active, knowledgeable participant in the development and dissemination of activities and materials designed for parents. Incumbents conduct parent training at District sites, which includes making parent contact, determining schedules, facility usage, and providing training materials. Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements. Incumbents in the BL classifications perform the essential duties of the class utilizing bilingual skills as necessary.

Knowledge of:

General principles of child adolescent behavior and development.
Basic concepts of human development, behavior and intervention techniques.

Diverse needs of students and families from varying socioeconomic and cultural backgrounds.

Record-keeping and filing techniques.

Report preparation techniques.

General training techniques.

Operation of a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Public speaking techniques.

Ability to:

Participate in organizing, developing and coordinating activities related to the District's Parent Education Program.

Present a variety of workshop activities and materials related to development of parental engagement.

Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.

Encourage positive learning patterns and motivate parents to the importance of education for all family members.

Assist in promoting and advertising parenting classes.

Learn about available community services, local agencies and District resources and explain them to families.

Prepare and maintain a variety of records, reports and files.

Prepare and deliver oral presentations.

Work independently with little direction.

Prioritize work and meet schedules and timelines.

Communicate effectively both orally and in writing.

Operate a variety of office equipment including a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Compose correspondence and written materials independently.

Interpersonal skills using tact, patience and courtesy.

Education and Training:

Graduation from high school supplemented by college level course work in health and human services, social services, counseling, child development or a closely related field.

Workshops, seminars and in-service trainings directly relating to Parent Education are highly desirable.

Experience:

Two years of experience working with adults in an educational or vocational training environment including preparing and conducting workshops and trainings, or two years of experience assisting families in a social work environment.

OR

Two years as a School/Community Liaison with the Long Beach Unified School District.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license.

Positions in the BL classifications require the ability to communicate effectively, both orally and in writing, in the designated second language to translate materials and interpret for parents and staff. Applicants must successfully pass the District's bilingual/biliterate test.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING CONDITIONS

Office and school site environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information and make oral presentations.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching.
Lifting, carrying, pushing or pulling light objects and carts of supplies.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/23/16