

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Parent Educator

GENERAL DESCRIPTION

The essential function of the position within the organization is to communicate with non-English speaking parents concerning the school's/district's happenings, programs, events and progress. The position works under direct supervision according to set procedures.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Educates students and parents in grades K-12 about best practices, routines, and resources that facilitate acclimatization with behavioral norms and academic expectations.

Communicates with all second nonnative English-speaking parents and receives feedback.

Assists all nonnative English-speaking parents in completing forms, applications, or surveys.

Translates school or district written materials including correspondence, forms, newsletters, flyers, etc.

Arranges & interprets parent/teacher conferences that require translation including truancy or IEP meetings.

Organizes and conducts ELL parent meetings, parent education meetings, and related school events.

Contributes to SAC, PTO, or other parent committees and actively recruits diverse members.

Monitors both current and follow up (LY, LF) EL students' attendance and grades.

Participates in required training in order to assist with proctoring tests for students with accommodations.

Supports school/district personnel as directed regarding concerns related to underperforming students.

Assists individual students and their parents in accessing resources that will help them adjust behaviorally and academically in the mainstream classroom and social situations.

Makes regular home visits as part of the two-way communication efforts.

Assists in identifying any signs of physical, emotional, or verbal abuse experienced by students; reports situations to proper authorities.

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Completes projects and participates in special programs as assigned.

Provides and coordinates parent volunteers when needed.

Receives and responds to inquiries and requests for assistance in areas of responsibility.

Performs routine clerical tasks as required, including but not limited to preparing reports, copying and filing documents, entering and retrieving computer data, preparing notices and mail.

Attends training, conferences, workshops and meetings as required to enhance job knowledge and skills; keeps abreast of developments in special education and grade appropriate curriculum and instruction.

Coordinates with the Title I and ESOL Contacts regarding needs of students and parents.

Coordinates with the school nurse, administrators and other school staff to assist parents and students to receive needed medical and social services.

Maintains the Parent Resource Centers with updated and current information, materials, resources, and supplies.

Assists with school events such as meet the teacher, K round up, parent nights and academic nights to provide support for second language speaking parents.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies, and formats data or information.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Provides assistance to people in achieving task completion.

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Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percentages.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

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Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

An associate’s degree or equivalent years of experience required.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Highly Qualified designation as a Paraprofessional is required prior to hire effective 1/1/2010. Title 1/Chapter 1 paraprofessionals must meet this requirement as of 1/1/2007.

Must possess or be able to obtain certification in CPR and First Aide; may be required to obtain other specific certifications or complete coursework as deemed necessary by supervisor.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires two years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating wheelchairs, other adaptive equipment, office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or

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injury.

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, violence, disease/pathogens.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Supervisor Grants and Principal(s) at assigned school(s)

Supervises:

N/A

PAY GRADE: From: DSII-1 To: DSII-40

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 8/30/2022