

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: PARENT FACILITATOR-BILINGUAL

BASIC FUNCTION:

Under the direction of an assigned supervisor, serve as a liaison and informational resource to families of special needs students regarding assigned educational programs and services; provide related enrollment, outreach, referral and consultation services to families.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Serve as a liaison to parents regarding assigned educational programs and services such as Early Start; coordinate communications and information between District staff and families; receive, process and respond to referrals; schedule, arrange and make home visits as required.

Meet, confer with, and interview parents in the identification of family needs and issues; provide information and materials to parents to assist in the location and utilization of local agencies and school services; refer families to District and community resources and services as appropriate.

Assist in coordinating and arranging various programs and services to meet the needs of children and parents; assist parents and others with applying for and enrolling in various programs and services; distribute, explain, translate and assist families with completing required forms and applications.

Serve as an informational resource to parents concerning assigned programs, services and community and District resources; respond to inquiries and provide information concerning related activities, eligibility, standards, practices, goals, objectives, processes, policies and procedures.

Monitor, assess, observe and report child and family needs, issues and progress; follow up to assure child and family needs are being met; collaborate with other staff in assisting and meeting the needs of children and families; assist families with various issues related to the special needs of children.

Research, assemble and distribute a variety of information and materials to meet child, parent and school needs and requests; prepare, distribute and respond to a variety of correspondence; collect, process, submit and review forms and documents for completeness and accuracy.

Translate communications between teachers, staff and limited or non-English speaking children and families as required; serve as an interpreter for conferences, telephone calls and meetings as needed; translate forms, materials and written correspondence as necessary.

Compile information and prepare and maintain various records, reports and files related to children, families, home visits, referrals, observations, enrollment, assessments and assigned activities; establish and maintain family and referral files and binders.

Schedule, coordinate and assist with conducting assessments; review and process family eligibility information; review family qualifications, verify information and determine need and eligibility for various programs and services as assigned.

Receive, screen and route telephone calls; take, retrieve and relay messages as needed; initiate phone calls to request and verify information and documents and obtain approval as needed; schedule and arrange appointments, meetings and other events as required; greet and assist visitors.

Input and update a variety of family, eligibility and other data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate computerized reports and documents; assure accuracy of input and output data.

Compile, assemble and distribute a variety of informational materials to families such as packets, brochures, forms, lists, questionnaires, letters, guides and notifications; duplicate and disseminate a variety of documents; prepare outgoing materials for mailing and distribution.

Provide families with a variety of information to encourage involvement and participation in educational activities; arrange, schedule and request parent participation in special events, conferences, meetings and other activities; conduct various parent education meetings as required.

Assist with developing, implementing and assisting children and families in meeting various educational plans, goals and objectives; coordinate services to meet various child and family needs.

Communicate with staff, faculty, administrators and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Collect, compile, and distribute toys and equipment for children during home visits as assigned by the position.

Contact community agencies to provide information and follow up on referrals.

Attend and participate in various meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General principles, practices and techniques of providing educational assistance to families.

Community and school resources, services and programs related to the needs of identified families.

Basic interviewing and advisement techniques.

Diverse academic, socioeconomic, cultural and ethnic backgrounds of identified children and families.

Problems and concerns of identified children.

Oral and written communication skills.

Correct oral and written usage of English and a designated second language.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Basic public relations techniques.

ABILITY TO:

Serve as a liaison to parents regarding assigned educational programs and services.
Provide a variety of enrollment, outreach, referral and consultation services to families.
Schedule, arrange and make home visits as required.
Meet, confer with, and interview parents in the identification of family needs and issues.
Monitor and assess child and family needs and progress.
Refer families to school and community resources and services as appropriate.
Serve as an informational resource to families concerning assigned educational services.
Translate oral and written communications between English and a designated second language.
Learn policies and objectives of assigned programs and activities.
Assist families with completing various enrollment forms and applications.
Operate a variety of office equipment including a computer and assigned software.
Type or input data at an acceptable rate of speed.
Understand and follow oral and written instructions.
Meet schedules and time lines.
Maintain various records and files.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience working with children and families in a social services or educational environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Ability to qualify and maintain qualification for District vehicle insurance coverage.
Possession of a certificate in cardiopulmonary resuscitation (CPR), and first aid certificates.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a personal vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.