

Carson City School District Job Description: Bilingual Parent Engagement Coordinator

Job Title: Bilingual Parent Engagement Coordinator

Department: School Site

Reports To: Principal

FLSA Status: Non-exempt

Prepared By: Associate Superintendent of Human Resources

Prepared Date: 02-14-2020

General Job Description:

Under supervision of the principal, provide a variety of services to students and families eligible for services under the Title I Programs. These services may be provided within the school setting and out in the community. Hours will be flexible to accommodate evening activities. The ability to speak and read Spanish fluently is preferred; and to perform related work as required.

Experience or training required:

Knowledge of: Child development and behavior; of services available for adults and families within the community; experience working with adults and children; reading and writing in English and Spanish; record keeping techniques; ability to assist staff with written and oral translations in English and Spanish.

Ability to: Coordinate work; plan and organize; good communication skills (both oral and written); work independently, take initiative, make public contacts, and meet deadlines; apply knowledge and practices with judgment; perform routine clerical work; maintain routine records accurately; understand and carry out oral and written instructions; operate a vehicle observing legal and defensive driving practices; establish and maintain effective proactive relationships with those contacted in the course of work.

Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position: Graduation from high school or the equivalent. Must have an Associate Degree or completion of two (2) years of study at an institution of higher education (verified by official transcript) or pass the state-approved academic proficiency test (Para Professional Assessment).

Licenses or Certificates required:

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card.

The Job Functions:

Positions in this class are established principally to provide additional assistance to families that are eligible for services under the Title I Programs. This includes providing instruction to parents who qualify for services under these programs and require additional help in their primary language. In addition, incumbents must also be able to perform their tasks with some independent judgment within a limited number of standardized procedures; may also be assigned other specialized duties in order to handle the details of program implementation, such as door to door recruiting of families. Incumbents must successfully complete Parents as Teachers training and certification, as well as early childhood training, provided by the district, as a requirement for continued employment. This class is distinguished from that of Para Professional III by the unique requirements of the Title I Programs which requires direct contact of the entire family being served, not just the students enrolled in school.

Essential Job Functions:

Works as a liaison between families and schools; provides workshops and trainings for parents on the essential functions of the school. Assists parents in accessing community and school services; listens to and

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drills students in reading, spelling, mathematics and other subjects according to instructions and guidance from a teacher; performs a variety of routine clerical and record keeping activities, filling out forms and applications and correcting papers; observes activities of students and assists teacher in maintaining order; sets up and arranges supplies and equipment in classroom for student use; prepares labels, charts, bulletin boards and displays as instructed; decorates classrooms, administers make-up tests; operates various office equipment, such as typewriter and photocopier machine; operates audiovisual equipment; observes and records students' behavior and other significant data; counts, records, dispenses and shelves books and instructional materials; administers tests; corrects tests; may be responsible for a small elementary library; demonstrates use of teaching aids to students; prepares instructional aids, such as tapes, games, worksheets and displays; assists students in use of library and special centers; monitors and records pupil progress on taped lessons; checks, records and informs teacher on progress or problems; checks reading and instructional materials in and out to students; maintains discipline and order among students; as instructed, arranges and decorates assigned areas; and performs related work as required.

Physical Demands and Working Conditions:

Strength: Sedentary/Medium - Exert force to 50 lbs., occasionally, 10-25 lbs., frequently, up to 10 lbs., constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work in typical office setting and use standard office equipment. Vision to read printed materials, video display terminals or other monitoring devices. Hearing and speech to communicate in person or over the telephone.

Environmental Conditions:

Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Examples of equipment/supplies used to perform tasks:

Various computers, printers, typewriters, telephones, calculators, copy machines, digital scanners, fax machines, filing cabinets, and related office equipment.

Salary Range:	Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.