

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PARENT EDUCATOR STUDENT SERVICES GENERAL STATEMENT OF JOB

Under general supervision performs a variety of administrative and educational duties to provide information, programs and other resources to parents. Work involves preparing and presenting programs for parents; planning and implementing parent outreach efforts; developing and maintaining resources for parents; assisting schools and school staffs to plan and carry-out parent outreach efforts; and providing parenting and referral information for parents. Reports to the Supervisor of Dropout Prevention.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Prepares and presents programs to educate parents about resources that are available to them to support their children's school success.

Plans and implements outreach efforts in partnership with schools.

Collaborates with community agencies on specific projects.

Plans and executes staff development to help build skills to work with diverse parents.

Use staff development coaching best practices when working with all adult stakeholders.

Work directly with students and/or student issues as needed to maintain effective parental involvement.

Maintains a file (or access) and uses current parental involvement resources.

Collects, uses, and communicates data useful within programs and activities.

Supports the Comer Process and other research based programs and provides technical assistance as needed.

Develops and maintains resources for parents and provides parenting and referral information.

Develops and maintains cooperation between public, civic, professional, and voluntary agencies that may interface with schools.

PARENT EDUCATOR

Prepares and disseminates educational and informational materials consistent with district goals.

Administers assigned special, recurring or regular projects; completes reports as needed.

Files and retrieves materials based on full knowledge of organization and activities.

Assists in the development of printed and promotional materials.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree and teacher or other related educational certification with 1 to 2 years of progressively responsible experience in teaching or child development or family relations work preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

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Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of philosophies, goals, objectives, and policies of the K-12 education and associated programs.

Considerable knowledge of parent education and outreach practices and programs.

PARENT EDUCATOR

Considerable knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

General knowledge of the principles of organization and administration.

Working knowledge of the principles and practices of education administration.

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to research program documents and narrative materials and to compile reports from information gathered.

Ability to maintain complex schedules, records and files.

Ability to make administrative decisions in accordance with laws, ordinances, regulations and school system policies and procedures.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with school officials, parents, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.