

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: PROGRAM SPECIALIST II – PARENT ENGAGEMENT EDUCATIONAL PROGRAM SERVICES**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs a variety of administrative and supervisory tasks in operating a Parent Outreach program for Educational Program Services. Employee is responsible for providing services and information to parents and professionals in the area of parent education and parent engagement in schools. Employee assesses needs of the community, sets goals for the division, develops programs, supervises the implementation of programs, and evaluates their effectiveness. Employee establishes and maintains relationships with school personnel, civic and community groups to enhance services offered. Employee is responsible for the supervision and professional development of Parent Outreach efforts (i.e., EPS, ABC, SDP, Services of Family Title I Resource Center, Parents as Teachers, etc.) and direct supervision to Parent Educators. Reports to Director of Special Programs.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Assesses the needs of the community; plans and develops programs according to school system goals and service needs; assists staff in effectively implementing programs; monitors the overall effectiveness of programs; makes changes as necessary.

Promotes programs and services offered through presentations, workshops, literature, and the media to assist parent on programs which are a part of Educational Program Services.

Supervises assigned staff and provides professional development opportunities.

Establishes and maintains cooperative relationships with school personnel, community and civic groups; provides consultation to schools.

Coordinates activities of the Family Resource Center Outreach programs that include the Parent Academy and other specific training.

Monitors expenditures and ensures adherence to administrative procedures; plans and secures resources for programs.

## **PROGRAM SPECIALIST II – PARENT ENGAGEMENT**

Participates in Family Resource Center and outside agency councils and meetings; is familiar with parent publications and attends various workshops, seminars, etc., to continuously upgrade professional knowledge.

Meets with Parent Educators to discuss and plan various parent outreach efforts.

### **ADDITIONAL JOB FUNCTIONS**

Implements other projects as assigned to meet system's goals.

Works closely with District's School Development Program.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Education, Human Relations or a related field required, with a Master's degree preferred, and 5 to 7 years of experience in education, family relations and/or program planning/supervision; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Licensed in a related teaching or student service area by the North Carolina Department of Public Instruction.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, typewriters, copiers, calculators, etc. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

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

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

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**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**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 using a variety of technical or professional languages including counseling terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the theories of descriptive statistics.

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

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using 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:** Does not require 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 emergency situations.

**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.

## **PROGRAM SPECIALIST II – PARENT ENGAGEMENT**

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the current legislature, literature, trends, methods and developments in the area of parent education.

Considerable knowledge of local, state and federal agencies offering support and assistance to parents.

General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

General knowledge of the principles of supervision, organization and administration.

Skill in developing, supporting and counseling staff.

Ability to plan, coordinate and evaluate the effectiveness of programs.

Ability to assess the needs of the community and plan programs to meet those needs.

Ability to develop workshops, presentations and literature.

Ability to develop and administer budgets.

Ability to maintain complete and accurate records and to develop meaningful reports from them.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to effectively express ideas orally and in writing.

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.