

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: PARENT EDUCATION SPECIALIST, Grade 58

DEFINITION:

Under general direction, the Parent Education Specialist coordinates with school staff and administration to plan, develop, implement, and evaluate parent education programs. Additionally, the Parent Education Specialist will serve as a liaison between school districts, parents, and community agencies/resources that support these groups.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Collaborates with school administrators to design, implement, and evaluate programs and trainings that involve parents in school activities such as Parent Advisory Councils, advisory committees, parent education programs, workshops, and social service programs

Creates program content, activities, agendas, and advertisements for parent workshops and education programs

Assists school principals and administrators in developing and monitoring parent workshop and education program budgets

Coordinates translation services, transportation, and video conferencing to ensure parents have access to parent education events and services

Meets with parent groups, school administrators, county officials, and social service providers to provide technical trainings about developing parent education programs, informing these groups of relevant regulations for federal and state funding of programs

Develops incentive programs and activities to encourage parent participation in school and district activities

Communicates school and district news, opportunities for parent involvement, and program goals by hosting information sessions, sending out email blasts, and/or circulating parent-focused newsletters

Connects students and parents with community resources to assist with additional social, economic, and educational needs as necessary

Provides program and logistical support to facilitators of state and federal county-wide parent meetings (PACs, DELACs) by scheduling program content, coordinating translation and transportation services, arranging for food, etc.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of education and experience equivalent to a bachelor's degree in education, social services, public administration, or closely related field, and three (3) years of experience developing and administering parent training programs, facilitating school relationships with community groups, connecting students with community service agencies, or serving as an advocate for students and families.

CREDENTIAL/LICENSE/CERTIFICATION:

At time of hire, a valid CA driver's license in order to travel to parent involvement activities across San Diego County.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques of parent education and family involvement

Federal, state, and county resources including those agencies funded from government and private sources in the areas of health and education

Cultural backgrounds of socio-economic groups and individuals involved in the communities served

Parent education training and staff development

Requirements of federal and state mandates for parent involvement meetings

ABILITY TO:

Model professional and ethical standards when dealing with students, parents, staff, and community.

Complete work with many interruptions.

Maintain a variety of records, logs and files.

Prepare accurate and concise correspondence and reports.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines for assigned activities.

Work independently with little direction.

Communicate effectively both orally and in writing.

Operate a variety of standard office equipment including computers and assigned software.

Accurately format, proof and edit material using standard computer hardware and software.
 Understand and carry out oral and written directions.
 Train and provide work direction to assigned staff.
 Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office environment.

Positions in this classification may be designated as requiring bilingual skills, depending upon need.

Positions in this classification may occasionally be required to work evenings and weekends to participate in parent involvement activities.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Grade
11/19	11/20/2019	N/A	Non-Exempt	Classified Support Grade 58