

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### PARENT SPECIALIST

#### QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Certified by the State of Florida in an appropriate area.
- (3) Minimum of three (3) years teaching experience.
- (4) Experience in using computer programs.
- (5) Valid Florida Driver's License.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of developmental patterns at all age levels. Effective communication skills, oral and written. Organizational skills. Excellent working relationship with community agencies. Must be knowledgeable of state and federal laws and Board policies relating to ESE and Title I. Must be compassionate. Ability to maintain confidentiality. Ability to relate to diverse populations, especially in rural areas and home settings.

#### REPORTS TO:

Director, Exceptional Student Education and/or Coordinator of Federal Projects

#### JOB GOAL

To serve as a liaison between the school system, parents and the community to facilitate the student's academic, emotional and personal success.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparations

- (1) Participate in planning and developing programs and services to students and families.
- (2) Establish short and long range plans for parent support services.
- (3) Participate in planning and implementation of Advisory Committee goals.

##### Management

- (4) Maintain accurate and current file of community agencies and contact persons available to students and families.
- (5) Demonstrate organizational skills, establish priorities, and plan for contingencies.
- (6) Prepare and maintain records and referrals.
- (7) Interpret educational policies, programs, and procedures related to ESE and Title I.

## Parent Specialist (continued)

### **Assessment/Evaluation**

- (8) Conduct interviews with students and parents in school and home settings.
- (9) Gather data from a variety of sources: e.g., parents, teachers and community agencies.
- (10) Recognize overt indicators of distress or abuse and take appropriate intervention, referral, or reporting actions.
- (11) Access student records on a need-to-know basis and protect their confidentiality.
- (12) Assist in early identification of students' school-related problems.

### **Intervention/Direct Services**

- (13) Use appropriate interventions and service coordination techniques that address the specific needs of parents.
- (14) Work with parents and schools to resolve conflicts.
- (15) Accompany parents to service school meetings when appropriate.
- (16) Communicate with the family about available services and how to access them.
- (17) Develop and maintain a library of parent resources.

### **Technology**

- (18) Use appropriate technology to develop student and parent information systems
- (19) Facilitate parent access to the use of electronic resources.
- (20) Use technology to improve communications with schools, parents, and community agencies.

### **Collaboration**

- (21) Collaborate with parents and other staff in the implementation of programs and service for students.
- (22) Participate with target problem solving teams in collaborating to solve problems and clarify special needs of identified students.
- (23) Assist with referrals to other resources or agencies as deemed necessary.
- (24) Apply knowledge of effective consultation procedures in working with parents, students, and others.
- (25) Confer regularly with administrators, teachers and other appropriate

### **Staff Development**

- (26) Initiate and participate in professional development and research relevant to ESE and Title I.
- (27) Recruit and train Surrogate Parents for ESE.
- (28) Demonstrate professional growth and continuous improvement of professional knowledge and skills.
- (29) Develop and implement an Individual Professional Development Plan and Needs Assessment in accordance with state and district requirements.

### **Professional Responsibilities**

- (30) Establish and maintain continuous professional relationships with parents and schools.
- (31) Serve on committees and councils as assigned or appropriate.
- (32) Adhere to Code of Ethics and Principles of Professional Conduct of the Education Profession of Florida.
- (33) Keep appointments and follow up on commitments.
- (34) Maintain effective interpersonal relationships and communication with parents and staff.
- (35) Submit accurate reports in a timely manner and maintain all appropriate records.
- (36) Perform other tasks consistent with the goals and objectives of this position.
- (37) Demonstrate punctuality, regular attendance, and carry out assigned duties.
- (38) Shall assume additional responsibilities as assigned by the supervisor.
- (39) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

Parent Specialist (continued)

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Flagler Schools Strategic Framework – Student & Community Engagement**

Approved 06/19/2018