

## WOODBURN SCHOOL DISTRICT POSITION DESCRIPTION

**Position Title:** PARENT INVOLVEMENT SPECIALIST

**Reports To:** Director of Special Projects

**Evaluated By:** Director of Special Projects

### MAJOR RESULTS EXPECTED:

1. To coordinate parent involvement and education activities that support high student achievement.
2. To insure two-way communication between parents, schools and the district about district programs and activities.
3. Contribute to the District Mission and Strategic Plan.

### ESSENTIAL REQUIREMENTS:

1. Bachelor's Degree or equivalent post-secondary education.
2. A minimum of two years successful experience working in a school setting.
3. Experience in school/community relations desired.
4. Ability to work harmoniously with and to communicate effectively (both orally and in writing) with students, parents, administration, and staff.
5. Ability to speak, read, write and understand English and Spanish or Russian. Possesses the ability to translate and interpret Spanish and/or Russian into English.
6. Ability to work flextime, especially evenings and weekends.
7. Ability to organize, facilitate, present, and implement parent involvement activities and training.
8. Computer skills, including word processing.
9. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
10. Possess a valid First Aid card.
11. Demonstrates support for the District Core Values, in the following manner:
  - Interacting with colleagues, community members, students and parents in a respectful and trustworthy manner.
  - Possesses an awareness and sensitivity to a variety of cultural practices and values.
  - Collaborates with peers, parents, students and community members.
  - Actively seeks out professional development opportunities.
  - Is accountable for actions and following through on personal and professional goals.
  - Holds high expectations for self, peers and students.
  - Assesses personal performance and student outcomes for improvement.
12. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable

## **PERFORMANCE RESPONSIBILITIES:**

1. Parents and families welcomed and actively engaged at the building and classroom level in their child's education
2. Parents trained and assisted in using effective strategies to support student achievement.
3. Teachers trained and assisted in working effectively with parents to improve student achievement.
4. Parents connected with education and community resources to improve their own academic skills.
5. Principals and administrators receive timely parental input into curriculum and policy decisions.
6. Parent resource centers staffed and available to parents during convenient hours.
7. A monthly schedule of parent support activities and educational opportunities developed and implemented.
8. Parent/school/district communication is two-way, timely and meaningful.
9. District materials and communications translated into Russian and Spanish as appropriate.
10. The district has an active pool of trained bilingual/bicultural community volunteers.
11. Annual survey conducted to determine parenting needs.
12. The District Strategic Plan and Core Values supported in all parental involvement activities

## **CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:**

- \* Criminal Justice Fingerprint Clearance
- \* Bloodborne Pathogens Training
- \* Valid First Aid Card

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. (See addendum)

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

**TERMS OF EMPLOYMENT:** Days and hours to be arranged, with salary according to current schedule.

**EVALUATION:** Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

I have read and understand the responsibilities and qualifications of this position description.

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Employee Signature

Date

Adopted: December 2003