

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

REVISION-(February 11, 2016)

**Paraprofessionals
4186- Parent Education Specialist
Page 1 of 5**

JOB TITLE: Parent Education Specialist

REPORTS TO: Director of Family and Community Engagement

NATURE AND SCOPE OF JOB:

The Parent Education Specialist, organizes, facilitates and coordinates all activities related to parent education activities and provides effective services to parents and identified stakeholder groups pursuant to the requirements of No Child Left Behind, Title I and district goals. The Parent Education Specialist will work with department staff to establish and maintain community relationships, year round, and coordinate parent education activities with various district agencies, community agencies and any such other entity to increase our parents' capacity to support children.

QUALIFICATIONS:

The Parent Education Specialist for the Department of Family & Community Engagement shall:

1. Hold a Bachelor's Degree from an accredited college or university.
2. NJ Teacher Certification preferred but not required.
3. Demonstrate experience, excellent leadership and organizational skills and the ability to motivate people.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Hold a valid driver's license with no serious violations.
6. Demonstrate knowledge and understanding of Parent Rights in NCLB
7. Experience in parent & community education program development with positive outcomes.
8. Ability to leverage technology in the communicating to parents.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and community.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**Paraprofessionals
4186- Parent Education Specialist
Page 2 of 5**

10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
12. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in qualifications above.
3. Official college transcripts.
4. Employment interview(s).

EMPLOYMENT TERMS:

The Parent Education Specialist of the department of Parent and Community Engagement shall be employed under the following terms:

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**Paraprofessionals
4186- Parent Education Specialist
Page 3 of 5**

1. Work year of ten months.
2. Flexible work hours that meet the weekly hour requirement.
3. When assigned, monitor and/or provide setup for evening and weekend workshops (usually 6pm – 8pm, 2 to 3 days per week)
4. Salary, benefits, and leave time as negotiated.
5. Conditions established by Laws and Codes of the State, Policies, Rules and Regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Parent Education Specialist shall:

1. Coordinate district communications of parent education programming to parents throughout the district.
2. Develop education programs to promote and support effective parent and community participation in supporting children.
3. Keep informed of developments in the parent education field and in related professional disciplines.
4. Lead parenting classes and/or provide for the leadership in coordinating parenting classes/workshops presented to parents and youth.
5. Assist in distributing promotional materials for program.
6. Provide outreach within assigned neighborhoods and/or with individual families.
7. Collaborate with families to develop individualized consultation plans to meet family needs.
8. Collaborate with community agencies to plan and implement comprehensive parent education programs and service plans

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**Paraprofessionals
4186- Parent Education Specialist
Page 4 of 5**

9. Be respectful in verbal and written communication to and about clients and colleagues.
10. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
11. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
12. Adhere to New Jersey School law, State Board of Education rules and regulations, Board of Education policies, regulations and procedures.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language and Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

4186- Parent Education Specialist
Page 5 of 5


ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet, but can be noisy at times.

EVALUATION:

The Director of Family and Community Engagement shall evaluate the Parent Education Specialist in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.



Approved



Date