



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Parental Specialist	Exemption Status:	Non-Exempt
Reports to:	Director of Family & Community Engagement	Pay Grade:	02
Works with:	Campus Personnel/Community	Days:	187
Dept. /School:	Campus Assigned	Revised:	02/11/2020

Primary Purpose:

To enlist, maintain, and strengthen parent, family, and community engagement opportunities with teachers, campus administration, and district staff while implementing various student support services.

Prerequisites:

- High school diploma or GED

Special Knowledge/Skills:

- Possess the ability to work and communicate with students, parents, teachers, and the general public
- Ability to communicate in English and Spanish
- Possess a valid Texas Driver's License and proof of current auto liability insurance
- Must be able to keep a flexible work schedule to conduct campus and district events.

Major Responsibilities and Duties:

- Title I Parental Involvement:
 1. Fully implements all Title I Parental Involvement requirements at the campus and district events.
 2. Coordinates, facilitates, and conducts Title I Parental Involvement activities through the campus parent centers and district events.
 3. Maintains documentation on all Title I Parental Involvement requirements such as the annual campus Title I meeting, campus parental involvement policy, school/parent compact, and program evaluations.
 4. Conducts home visits to explain school programs, to build capacity between parents and the school, and to learn of problems or concerns at home that may have a bearing on student academic success.
 5. Becomes familiar with outreach services provided by the school and community services agencies.
 6. Coordinate with district departments to provide parent/community presentations on state assessments, academic services, migrant education, bilingual services, career and technology, and special education services.
 7. Identifies and assesses students for McKinney Vento Homeless and Foster Care program services.
 8. Provide support services to students/families that are identified as at-risk, bilingual, migrant, special education, gifted and talented, and career and technology students.

- **Migrant Program:**
 1. Serve as a liaison to students and parents/families identified for migrant education services.
 2. Coordinate activities that will help inform migrant students and parents of all district academic and support services available to ensure academic success.
 3. Conduct home visits to inform parents of student academic progress or intervention services.
 4. Coordinate and present with the Migrant Department staff for Migrant compliance activities.
- **Other Duties Assigned:**
 1. Assist with student attendance monitoring at the campus. Conduct home visits to determine the contributing factors of truancy concerns.
 2. Assist with PBIS (Positive Behavior Interventions and Support) activities and initiatives on campus.
 3. All other duties as assigned by Engagement Coordinator and Campus Principal.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work indoors/outdoors and travel districtwide

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employees Signature: _____ Date: _____

Administrator Signature: _____ Date: _____