

**CLASS SPECIFICATION**  
Parent Educational Center Technician  
Range 32

**GENERAL PURPOSE**

Under general supervision of the Coordinator, Parent Involvement and Community Outreach, plans and provides computer instruction to parents; observes, monitors and records parent learning and performance; provides parent/community workshops in Spanish and English on academic and social emotional wellbeing; connects community educational resources to parents; supports parents in their ability to further the academic progress of their child; performs general troubleshooting on devices and peripheral equipment; builds parent understanding and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

An incumbent of this class independently performs a wide variety of difficult and responsible duties related to providing workshops to parents and community members. The Parent Educational Center Technician performs work of complexity and responsibility, including the planning of parent workshops, acquisition of digital and print materials and more extensive collection and dissemination of community resources to future parent capacity building to support their child's academic growth and emotional development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Orders parent center instructional materials according to approved procedures and in coordination with the purchasing department; receives and processes new electronic and print materials, verifies shipments with purchase orders; assures appropriate distribution as necessary.
2. Plans and delivers computer workshops to adults at the Parent Educational Center and other district sites as necessary.
3. Assists parents and staff in locating and selecting materials and in researching materials for Parent Center classroom use.
4. Prepares and maintains records on electronic devices, digital licenses; materials purchase orders and parent and staff use of instructional materials.
5. Supervises use of digital equipment, including video equipment, sound equipment and projection equipment.
6. Prepares and types a variety of material including certificates, flyers, notices, and attendance reports.

7. Operates a computer and related software packages related to adult learning programs, licenses, cataloging, bar coding, preparing bibliographies and maintaining records; assists others in the use of related computer software as necessary.

### **OTHER DUTIES**

1. May provide training and coordination to other personnel and community volunteers; conducts in-service training to staff, and parent/community volunteers regarding digital techniques, workshops, conferences and resources.
2. Attends in-service meetings and other meetings and workshops as assigned. Reproduces a variety of Parent Educational Center materials as requested; assists in the planning and delivery of the Annual Parent Leadership Conference and other PEC events.
3. Assists in working with district, county and community partners to distribute information about the Parent Educational Center. Attends community partnership meetings as requested under the direction of the Coordinator for Parent Involvement and Community Outreach.
4. Assists in the registration of parents/community participants in workshops. Supports two way communication with parents/community members.

### **QUALIFICATIONS**

#### **Knowledge of:**

1. Terminology and basic practices applicable to performing specialist work at the Parent Educational Center.
2. Basic practices and procedures for working with parents and community members.
3. Uses and operations of standalone and networked PCs and standard business software.
4. Methods and techniques for conducting Internet research.
5. Methods and techniques for troubleshooting and resolving computer hardware and software problems.
6. Correct English usage, grammar, spelling, punctuation and vocabulary.
7. Correct Spanish usage, grammar, spelling, punctuation and vocabulary.
8. Standard office practices, procedures and equipment.
9. On-line system for Plaza Comunitarias (SASA).

#### **Ability to:**

1. Successfully communicate and participate in trainings provided by Instituto Nacional para la Educación de Adultos (INEA).
2. Plan and teach technology classes for parents at the PEC that support the students of OMSD.
3. Set priorities, plan and organize work to meet PEC goals and deadlines.
4. Understand, interpret, explain and apply PEC rules, regulations and District policies.
5. Monitor and maintain acceptable adult behavior in the classroom setting.

6. Operate a variety of standard office, audio-visual equipment and computers and related software packages.
7. Work effectively and compassionately with the parents and community members.
8. Prepare and maintain class records and files.
9. Understand and follow oral and written instructions in English and Spanish.
10. Type accurately at a speed necessary to meet the requirements of the position.
11. Work independently with a minimum of direction and work effectively with constant interruptions.
12. Communicate effectively orally and in writing in English and Spanish.
14. Establish and maintain effective working relationships with District staff, parents, teachers, administrators and others encountered in the course of work.

**Education, Training and Experience:**

Must have an Associate's (or higher) degree from an accredited institution of higher learning; and at least two years of progressively responsible experience in working with parents, including working in lesson planning and delivering lessons using technology; or some combination of education, training and experience that produces the requisite knowledge and ability.

**Licenses; Certificates; Special Requirements:**

OMSD Oral and Written Bilingual Test certificate; a valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

**Physical Demands**

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or computers and standard office equipment; reach with hands and arms. An employee is also regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with administrators, teachers, parents and others encountered in the course of work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. The employee generally works in an office or parent center classroom setting, and the noise level is generally quiet to moderate. The employee may be required to deal with conflict situations and a wide range of personalities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Board Approval: June 13, 2019**