

ONTARIO-MONTCLAIR SCHOOL DISTRICT

TEACHER ON ASSIGNMENT – PARENT INVOLVEMENT

DEFINITION

Under the direction of the Assistant Superintendent, Learning and Teaching Division, coordinate and support parent involvement programs across the district including district-level parent councils and resources and training.

EXAMPLE OF DUTIES

Coordinate District Advisory (DAC) and District English Learner Advisory Council (DELAC) activities. Assist school sites with the organization of required parent council organizations. Coordinate the parent education activities at site and district level, such as the DAC Leadership Conference and On Wheels Learning (OWL) program. Develop and maintain a parent involvement calendar. Ensure federal and state compliance with parent involvement mandates. Work with the district collaboratives, adult education program and community agencies that support district parent involvement activities. Coordinate parent involvement grants received by the district.

QUALIFICATIONS

- Experience in planning and presenting professional development.
- Experience in working with parent groups.
- Knowledge and experience in providing support to school sites implementing parent involvement activities.
- Ability to be flexible and innovative and accountable.
- Knowledge of adult learning strategies and parent engagement strategies

Education, Experience and Credential:

- Possess appropriate credential(s) to teach in a K-8 setting.
- Minimum of three years of successful teaching experience in K-8.

License Requirement:

Possession of a valid California Motor Vehicle Operator's License

Conditions of Employment

Insurability by the district's liability insurance carrier

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, and use hands and fingers to handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities

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

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters with performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

BOARD APPROVED: October 20, 2005