

# **ONTARIO-MONTCLAIR SCHOOL DISTRICT**

## **CLASS SPECIFICATION Parent Educational Center Coordinator**

### **GENERAL PURPOSE**

Under the direction of the Director II, English Learners, the Parent Educational Center (PEC) Coordinator provides leadership, coordination, and support to parents and families by coordinating trainings and resources to support their students to; develop 21<sup>st</sup> Century academic skills, enter the college and career readiness pathway, build technological skills, support their student academically and developmentally, and advance their own personal development in acquiring English language and math skills. The PEC helps parents; students and the school community support one another through a seamless educational experience (from Pre-K to grade 8) by linking supports between parents, community and the school system. In addition, the Coordinator would supporting schools in the Ontario-Montclair School District build and develop parent educational outreach activities; on-site and virtual trainings.

### **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. With assistance, from the Director II of English Learners, oversees and evaluates the PEC parent attendance levels, evaluations and coursework offerings, assists in the planning of the Annual Parent Leadership Conference, and works collaboratively with school site instructional team members, other divisions, community partnerships, educational state and county agencies to maximize the potential and vision of the Board of Trustees and the Superintendent for the PEC;
2. Oversees the coordination and development of parent trainings at the PEC along with other personnel to support families and students, PK-8<sup>th</sup>, in the Ontario-Montclair School District;
3. Creates and maintains PEC training calendar and quarterly published schedule of classes;
4. Works collaboratively with PEC staff members and personnel to provide parents quality opportunities to support their student academically and developmentally;
5. Connects with community partners, colleges/universities, trade schools, governmental agencies, county, apprenticeships, and the workforce to bring resources and trainings to the PEC;
6. Advocates for an educational system that reflects how parents can engage to help their students learn, thereby supporting under-served populations, to help close the access, equity, digital, and achievement gaps;
7. Coordinates, monitors and supports PEC activities to include partnerships with Chaffey Adult School and San Bernardino County Superintendent of Schools;
8. Develops, implements, manages, monitors, and evaluates a wide range of parent engagement initiatives, and projects and their budgets;
9. Facilitates and coordinates various meetings, events and programs with parents, school site personnel, business and community organizations, workforce agencies and networks;
10. Develops and executes presentations at educational institutions, conferences, chambers, community events, and workforce organizations;

11. Oversees the design and writing of newsletters and marketing pieces, website design and maintenance for the PEC;
12. Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Planning and facilitating meetings and workshops;
2. Managing programs and projects;
3. Leading teams in achieving goals and objectives;
4. Parent engagement curriculum and instructional strategies;
5. Community-based programs and resources;
6. Adult learning needs and strategies;

### **Ability to:**

1. Build business and community partnerships;
2. Develop and coordinate appropriate curriculum;
3. Develop and manage budgets;
4. Communicate effectively verbally and in written form;
5. Facilitate strategic and scenario planning;
6. Collaborate with educators and public and private agencies;
7. Establish procedures and priorities involving multiple interdependent projects;
8. Facilitate group processes;
9. Assess program effectiveness;
10. Lead teams;
11. Establish program goals;
12. Train and oversee classified staff;
13. Work independently;
14. Establish and maintain project deadlines;
15. Work with a variety of individuals and groups;
16. Exercise sound judgment.

### **Education, Training and Experience:**

Associate Degree, or equivalent, from an accredited institution. Bachelor Degree preferred. Experience as a program manager or administrator, working with parent engagement or parent/adult educational programs.

### **Licenses; Certificates; Special Requirements:**

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**

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.

### **Physical Demands**

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.

An employee is frequently required to walk and stand and occasionally to lift up to 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, an employee is regularly required to use oral and written communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple, concurrent tasks; work under changing deadlines with frequent interruptions; work effectively as a team leader or member; and interact with managers, internal customers, employees, vendors, consultants and others encountered in the course of work.

## **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 the 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: April 17, 2014