



## SCHOOL PARENT FACILITATOR

Revision Date: 06/28/12

### BRIEF DESCRIPTION OF POSITION:

The School Parent Support Facilitator will serve for one year at each school under the direct supervision of the principal or designee. The Director of Compensatory Education and the District Parent Liaison will provide central coordination of parent involvement events, activities, and support the School Parent Facilitator with training related to assigned duties.

### MAJOR DUTIES AND RESPONSIBILITIES:

Assists the school administration with the following:

1. Support administration with the design and implementation of the "Parent Involvement" component of the school plan. (E)
2. Serve as a family advocate; perform community outreach, coordinate parent workshops and events. (E)
3. Plan and organize work to meet schedules and timelines when coordinating parent workshops/events. (E)
4. Communicate to parents about upcoming parent events by conducting outreach such as personal phone calls, email and website notification, contributing to the school's Friday update or parent newsletter, at school site parent meetings, and sending flyers home. (E)
5. Assist in making appropriate arrangements and reservations for school site facility, equipment and refreshments necessary for parent workshops/events. (E)
6. Assist with the distribution and collection of parent surveys that are conducted yearly. (E)
7. Attend parent events as needed (including weeknights/Saturdays) and assist with making sure facilities and equipment are ready for parent workshops as well as greet and direct parents. (E)
8. Disseminate information regarding community resources and health and social services for students and families. (E)
9. Maintain communication with District Parent Liaison regarding all parent involvement activities, events and future projects via scheduled monthly meetings, email and direct telephone communication. (E)

### REQUIREMENTS:

<b>WORK YEAR:</b>	Up to 80 hours per school year.
<b>SALARY:</b>	Extra Duty Assignment - \$25.00 hourly
<b>OTHER:</b>	Permanent Certificate or Classified OUHSD employees. Previous experience working with parents performing similar duties as described. Bilingual Spanish speaking candidates preferred. Ability to communicate with English Learner/Migrant families.

*Please note: Position is offered depending on school need and categorical funding availability.*