



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: PARENT INVOLVEMENT SPECIALIST

BASIC FUNCTION:

Receives general supervision and direction from Child Development Program's management to perform a variety of duties related to the function of fulfilling the parent involvement and parent education components required by the Chapter I/State Preschool program guidelines.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist in the planning and conducting of parent advisory and parent educational meetings with central office staff and classroom teachers.

Collect resource materials for use in parent and staff development workshops.

Participate as a member of the parent teacher team to help facilitate parent involvement and participation in the classroom.

Provide information to parents and staff which will contribute to developing a positive, emotional climate between the home and the school.

Maintain records of documentation of parent education, parent group meetings and parent participation in the classroom for state program audit and review purposes.

Assist with the collection and filing of children's physicals and other required medical information.

Assist with the registration of children in preschool/Chapter I programs.

Keep currently informed regarding parent education and early childhood education philosophies, curriculum and materials.

Attend meetings as requested

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

Parent Involvement Specialist - Continued

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- General principles of child growth and development, parenting skills and techniques.

ABILITY TO:

- Communicate effectively with parents.
- Establish and maintain cooperative relationships with preschool teaching staff community organizations and general public.
- Express oneself effectively, both orally and in writing.
- Understand and interpret State Preschool guidelines.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to completion of the twelfth grade and one year experience in Preschool Programs; completion of course work in Parent Education and Child Development is desirable.

Bilingual Spanish or Vietnamese is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 34