



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

#### **PARENT FACILITATOR - BILINGUAL**

<b>DEPARTMENT/SITE:</b>	Special Education Department	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	25
		<b>WORK YEAR:</b>	12 Months (227 Days)
<b>REPORTS TO:</b>	Assigned Coordinator	<b>FLSA:</b>	Non-Exempt

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, serve as a liaison and informational resource to families of future special needs students (ages 0-3) regarding assigned educational programs and services; provide related enrollment, outreach, referral, and consultation services to families. The incumbents in this classification assist in providing parents of special needs students with information and resources which directly supports student learning.

#### **ESSENTIAL FUNCTIONS, DUTIES AND TASKS:**

*The following list of functions, duties and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.*

Serve as a liaison to parents regarding assigned educational programs and services such as Early Start; coordinate communications and information between District staff and families; receive, process, and respond to referrals; schedule, arrange and make home visits as required.

Meet, confer with, and interview parents in the identification of family needs and issues; provide information and materials to parents to assist in the location and utilization of local agencies and school services; refer families to District and community resources and services as appropriate.

Assist in coordinating and arranging various programs and services to meet the needs of children and parents; assist parents and others with applying for and enrolling in various programs and services; distribute, explain, and assist families with completing required forms and applications.

Serve as an informational resource to parents concerning assigned programs, services and community and District resources; respond to inquiries and provide information concerning related activities, eligibility, standards, practices, goals, objectives, processes, policies, and procedures.

Monitor, assess, observe, and report child and family needs, issues, and progress; follow up to assure child and family needs are being met; collaborate with other staff in assisting and meeting the needs of children and families; assist families with various issues related to the special needs of children.

Research, assemble and distribute a variety of information and materials to meet child, parent and school needs and requests; prepare, distribute, and respond to a variety of correspondence; collect, process, submit and review forms and documents for completeness and accuracy.

Translate communications between teachers, staff and limited or non-English speaking children and

families as required; serve as an interpreter for conferences, telephone calls and meetings as needed; translate forms, materials, and written correspondence as necessary.

Compile information and prepare and maintain various records, reports and files related to children, families, home visits, referrals, observations, enrollment, assessments and assigned activities; establish and maintain family and referral files and binders.

Schedule, coordinate and assist with conducting assessments; review and process family eligibility information; review family qualifications, verify information and determine need for referrals for various programs and services as assigned.

Receive, screen and route telephone calls; take, retrieve, and relay messages as needed; initiate phone calls to request and verify information and documents and obtain approval as needed; schedule and arrange appointments, meetings and other events as required; greet and assist visitors.

Input and update a variety of family, eligibility, and other data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate computerized reports and documents; assure accuracy of input and output data.

Distribute a variety of informational materials to families such as packets, brochures, forms, lists, questionnaires, letters, guides, and notifications; duplicate and disseminate a variety of documents; prepare outgoing materials for email, mailing and distribution.

Provide families with a variety of information to encourage involvement and participation in educational activities; arrange, schedule and request parent participation in special events, conferences, meetings, and other activities; conduct various parent education meetings as required; provide Chromebook and other technology support as needed.

Assist with developing, implementing, and assisting with implementation of techniques such as modeling to assist children and families in meeting various educational plans, goals, and objectives; coordinate services to meet various child and family needs.

Communicate with staff, faculty, administrators, and various outside agencies to exchange information and resolve issues or concerns; contact community agencies to provide information and follow up on referrals.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Collect, compile, and distribute toys and equipment for children during home visits as assigned by the position.

Attend and participate in various meetings as assigned.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

General principles, practices, and techniques of providing educational assistance to families.  
Early child development principles and practices.

Various childhood cognitive, physical, and emotional disabilities.  
Community and school resources, services and programs related to the needs of identified families.  
Basic interviewing and coaching techniques.  
Modern office practices, procedures, and equipment.  
Correct English and a designated second language usage, grammar, spelling, punctuation, and vocabulary.  
Operation of a computer and assigned software.  
Record-keeping and report preparation techniques.  
Basic public relations techniques.

**ABILITY TO:**

Serve as a liaison to parents regarding assigned educational programs and services.  
Serve as an informational resource to families concerning assigned educational services.  
Translate oral and written communications between English and a designated second language.  
Learn policies and objectives of assigned programs and activities.  
Type or input data at an acceptable rate of speed.  
Understand and follow oral and written instructions.  
Meet schedules and timelines.  
Maintain various records and files.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and two years' experience working with children and families in a social services or educational environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license. Maintain qualification for automobile insurance coverage. Possession of a certificate in cardiopulmonary resuscitation (CPR), and first aid certificates from an EMSA certified provider.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Driving a personal vehicle to conduct work

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling, or crouching to interact with children and file and retrieve materials.  
Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**CLEARANCES:**

Criminal Justice Fingerprint /Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

**JOB CLASS HISTORY**

Approved: 3/93; Rev. 2/99, 5/01, 10/10 Reallocate R21 (Ewing)  
07/23 Reallocate to R25 and Revised (EH&A / MGT Consulting) PC:06/23 GB:06/23