

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 320
RANGE: 143
NON-EXEMPT

PARENT TRAINER

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized duties in support of assigned program; perform activities to inform and enhance involvement of parents; promote through the exchange of ideas and information, an atmosphere of cooperation between the office of the Fresno County Superintendent of Schools, school districts and parents; promote and foster parent and community involvement in educational programming; serve as a community resource and liaison between program and parents; build parent capacity for student success.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist Fresno County schools in the engagement of parents and the community in the education and academic achievement of children; implement various parent engagement trainings for school districts and parents.
- Attend various sessions and meetings as required; participate on assigned committees; conduct educational in-services and workshops for parents; prepare and deliver oral presentations; provide parent involvement workshops; assist in the coordination of parent/community activities throughout Fresno County.
- Build capacity with parents by providing training and technical assistance concerning current educational practices, procedures, and student-related issues; maintain accurate documentation of parent meetings; contact parents regarding attendance, appointments or other program-related matters.
- Communicate effectively both orally and in writing with county office personnel and outside agencies to resolve issues in English and designated second language(s).
- Conduct training sessions and other staff development activities as assigned; prepare, develop, and distribute related training and supported materials; assist in coordinating meetings, committees, and special events assigned.
- Coordinate activities for program setup including but not limited to: adherence to grant and/or other funding requirements and parameters, serve as a liaison between program and site staff, promote program with parent groups, and assist in the recruitment of program participants.
- Coordinate activities; collaborate with outside agencies such as Health Department, City Hall, Colleges and Universities, police departments, and the Department of Social Services as needed.
- Meet with parents to provide training and technical assistance concerning educational practices, procedures and designated student matters; translate oral and written communications in English and designated second language(s) as needed; assist in parent conferences as necessary; contact parents regarding attendance, appointments or other program-related matters; develop and maintain person-to-person collaborative relationships among school personnel, parents, and other stakeholders.
- Meet with school officials and parents; provide classroom instruction and community education related to program; assess needs of parents and schools to determine appropriate training modules.
- Perform weekly workshops/trainings to inform and enhance involvement of parents.
- Prepare and maintain a variety of reports and documents related to program activities; prepare meeting and parent workshop attendance data.

- Promote clear two-way communications between families and school program. Involve parents in instructional and support rules at schools, and support parents as decision makers and develop and maintain relationship with parents, teachers, and administrators.
- Promote community awareness of programs through presentation to community, schools, parents, and other functions.
- Promote effective communication with parents and the community; promote positive public relations; identify and communicate with multicultural community programs to improve human relations within Fresno County.
- Serve as community resource and liaison between program personnel and parents; implement educational training programs for parents, students and families.
- Teach strategies to parents and families to enable them to assist their children with school work.
- Work with school community to decide best way to engage school staff, parents, and other members in the education of children.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Read, speak, translate and/or write in one or more designated languages.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Business letter and report writing techniques.
- Community resources for parents and families.
- Computer knowledge in software programs.
- Early literacy methodology.
- Methods, practices, terminology, and procedures used in the delivery of services.
- Parent involvement tenets and methodology.
- Public education and parent involvement theories and policies.
- Public relations/speaking techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and County Office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Coordinate communications and resources to ensure program success.
- Demonstrate leadership.
- Meet with schools to plan and develop training for parents.
- Evaluate program needs as it relates to parent engagement.
- Deliver oral presentations to schools and parents.
- Prepare and maintain a variety of written reports relating to program.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:**EDUCATION:**

- High School Diploma, General Education Diploma (GED) or State High School Proficiency certificate.
- Associate's degree in Education, Social Work, Social Services, Communication or related field.
- Bachelor's degree preferred.

EXPERIENCE:

- Two years' experience with educational institutions or similar program(s) involving families, community engagement, and advocacy.
- Experience with community mapping and working with multi-cultural population preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Read, speak, translate and/or write in one or more designated languages.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:**ENVIRONMENT:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle. Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.

- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: July 1, 2004
Revised: March 1, 2007
Revised: May 23, 2017
Revised: October 1, 2017
Revised: November 14, 2017