

## **Bilingual Parent Center Coordinator 2020-2021 - Part Time**

### **School Profile**

N.E.W. Academy Canoga Park is a TK / K-5 independent charter school, which emphasizes art and science. One of the school's four core values, Doing Extra Makes a Difference, is seen throughout the year through efforts of the teachers and the parents to create a more meaningful experience for all Dolphins. Teachers go out of their way to assist students and have created optional clubs to add an extra layer of fun to NACP. Clubs include Cooking Club, Dancing Dolphins Club, Drama Club, Keyboarding, and Gardening. A resource service provider, speech therapist, and occupational therapist collaborate with teachers and provide services to students who qualify. Parents attend parent meetings and other school events such as the annual Talent Show, Parent Conferences, Art Show, and Drama performances.

### **Job Purpose**

The primary goal of the parent coordinator is to increase parent and family involvement in school, establish effective communication between home and school and improve community outreach and training opportunities for parents and families that will impact high student academic performance. The Parent Coordinator is part of the administrative team working under the supervision of the principal. The Parent Coordinator will engage with and involve parents in the school community by working with the principal, school staff, school leadership team, parent associations, community groups and parent advisory councils.

This position focuses on creating a welcoming environment for parents. The Parent Coordinator will identify parent and related school/community issues and work with the principal to see they are addressed in a timely manner.

### **Essential Duties**

- Ability to prioritize and complete multiple tasks and high volume of work on deadline
- Ability to work with low-income and Latino communities
- Demonstrate evidence of effective office and general communication skills, both written and oral
- Computer literate in Windows environment as appropriate for the position
- Ability to work cooperatively and collaboratively with staff, parents and community leaders
- Ability to communicate effectively and demonstrate sensitivity to others
- Provide Front Office support in the morning and afternoon, and on call as needed, with Spanish speaking stakeholder

### **Qualifications**

- Available to work during school hours and some evenings/schedule to be determined
- Must possess a high school diploma or GED equivalent
- Willing to travel to off-site trainings
- **Must be fluent in English and Spanish / Ability to translate documents**
- Clearance with the Department of Justice
- Permit to work in the United States
- Proof and clearance of TB test

### **Responsibilities**

- Contacts parents and families in order to encourage participation in school and events
- Supports principals on issues regarding parent participation and school councils
- Contacts outside community agencies for the purpose of seeking resources and activities that will increase the participation of families in school and parent training opportunities

## **Responsibilities**

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- Supports principals on issues regarding parent participation and school councils
- Contacts outside community agencies for the purpose of seeking resources and activities that will increase the participation of families in school and parent training opportunities
- Provides an infrastructure for training and technical assistance to school site advisory committees under the supervision of the principal
- Produces publications for the purpose of providing information regarding school events to staff and parents
- Works together with school administration, faculty and staff for the purpose of assisting with school/parent activities
- Provides training to school staff and/or school action teams to implement effective parent engagement plans
- Ensures that parent education and participation activities promote and are aligned to the mission of the school
- Successfully responds to parent concerns in a timely fashion and reports these to the principal
- Provides interpretation services in English for parents and administration during parent workshops and any other type of activity where communication is required or assures that translation and interpreter services are provided when needed
- Encourages parents to participate in group discussion and activities
- Assists in recruiting and scheduling parent volunteers within the school
- Collaborates with school staff for the purpose of developing programs and classes to support non-English speaking parents and students
- Organizes family meetings and educational classes for program participants for the purpose of providing family members parenting classes and/or family support needs
- Maintains confidentiality in carrying out responsibilities
- Parent liaison is required to attend monthly meetings for professional development, collaborative discussions/sharing of ideas and to understand the school's procedures
- Duties as assigned by principal

## **Physical Requirements**

To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job. Approximately 25% of the time is spent sitting, while frequently required to walk, stand and bend. Occasionally required to stoop, kneel, crouch or crawl. Employee will be required to lift and/or move unassisted up to twenty-five pounds.

**Salary Rate:** Starting hourly rate \$15.00 (depending on educational level)

**Status:** Non-Exempt/Part-time 10 month / estimated hours per week – (20 to 26)

**Location:** 21425 Cohasset Street, Los Angeles, CA 91303

**Website:** <http://newacademycanoga.com>

\*Application available on EDJOIN and school website

\*N.E.W. Academy Canoga Park is an equal opportunity employer