



## **PAJARO VALLEY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PARENT EDUCATION SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of an assigned administrator, encourage and coordinate parent education and involvement in various school programs and other activities; perform liaison duties between administrators, personnel and parents; refer families to local agencies or school services as appropriate; prepare and maintain related records and reports.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Promote parent education and involvement in various school programs and other activities; provide information and materials to parents to assist them in utilizing community services and resources; refer families to local agencies or school services as appropriate; prepare and maintain related records and reports.

Perform liaison duties between administrators, personnel, community resources, agencies and parents; communicate with parents regarding student performance including attendance, behavior, academic achievement, health and medical problems.

Facilitate family participation in various activities; identify and encourage recruitment of parent volunteers; explain and assist in determining program eligibility; arrange parent activities including recruitment, training, and scheduling.

Conduct and coordinate parent training and associated school committees; arrange training schedule, speakers, meeting sites and presentations; prepare and distribute related materials.

Assist in the formulation of educational goals and objectives utilizing the participation of parents, community members and school personnel.

Represent the assigned organization at a variety of school and community meetings; attend and participate in workshops and conferences as assigned.

Operate a variety of technology devices including but not limited to a computer, copier, laminator, television set and telephone.

Perform a variety of clerical duties including typing, answering telephones, duplicating materials and preparing correspondence; prepare and maintain a variety of records and reports related to program activities.

##### **OTHER DUTIES:**

Perform related duties as assigned.

**Approved by Personnel Commission: 5/5/16**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Community resource organizations including various federal, State and local agencies.  
Organizational operations, policies and objectives.  
Record-keeping and report preparation techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Telephone techniques and etiquette.  
Policies and objectives of school programs and activities.  
Public speaking techniques.  
Operation of a variety of technology devices including but not limited to a computer and various instructional equipment.

**ABILITY TO:**

Perform liaison duties between administrators, personnel and parents.  
Plan, organize and implement parent education and involvement activities and programs.  
Communicate effectively both orally and in writing.  
Operate a variety of technology devices including but not limited to a computer and various instructional equipment.  
Learn, apply and explain policies, procedures, rules and regulations.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Prepare and present oral presentations.  
Maintain records and prepare reports.  
Read, interpret and follow rules, regulations, policies and procedures.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by some college-level coursework in community service or related field and one year experience working with community service, public relations or related activities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

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

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Sitting for extended periods of time.  
Hearing and speaking to exchange information in person or on the telephone.  
Seeing to read a variety of materials.