EMPLOYEE NAME: ____________________________
Revised: 10/07; 9/09; 8/12; 10/12; 5/15; 4/16; 12/17; 3/18; 6/18; 12/18; 1/19

JOB DESCRIPTION

POSITION TITLE: Parent Facilitator, Certified, Title III  
JOB CODE: 413A

DIVISION: Academic Division/Teaching & Learning  
SALARY SCHEDULE: Teacher

DEPARTMENT: Federal Programs  
WORK DAYS: 188

REPORTS TO: Supervisor, ESOL, Title III, I-C  
PAY GRADE: CIT (4,5,6, or 7)

FLSA: Exempt  
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Works with teachers, administrators, and community members to coordinate and advocate for family involvement; works towards improving the measures of students’ academic achievement such as high school graduation rate, promotion and retention rates; improves the communication among school personnel and non-English speaking parents.

REQUIREMENTS:

1. Educational Level: Bachelor Degree required
2. Certification/License Required: Valid Georgia Teaching Certificate
3. Experience: None
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; foreign language skills via mock ACTFL OPI exam required

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Maintains the School Parent Resource Center as a welcoming place that invites participation and partnership through the development of a wide variety of activities for students, parents, and families.
3. Collaborates with community-based organizations, e.g., Ser Familia, Latin American Association, Caminar Latino, and coordinates community participation programs: family literacy services, parenting classes, and family outreach activities to English learners and their families.
4. Assists their school assignments in organizing parent engagement programs, in implementing best practices in supporting students and families, and through their mediation, increase attendance and participation of parents in events.
5. Serves as a liaison between non-English speaking parents and school personnel.
6. Participates as an interpreter during parent-teacher conferences, RTI, IEP, and disciplinary meetings as instructed by CCSD International Welcome Center.
7. Assists students and their parents in their school assignments with their social, emotional, and psychological well-being through dialogues and mentoring.
8. Maintains appropriate records to include documentation of all coordinated and/or facilitated events and activities for Title III served students and Title III served parents.
9. Provides language and content support to students in math and ELA classrooms and tutorial before and/or after school to SIFE, IEL and newcomer students
10. Performs other duties as assigned by Supervisor, ESOL, Title III, I-C.

Signature of Employee ____________________________ Date ____________________________

Signature of Supervisor ____________________________ Date ____________________________