

**JOB TITLE: PARENT INVOLVEMENT EDUCATOR**

**JOB DESCRIPTION:**

This employee is responsible for working in cooperation with district and school staff to promote the involvement of parents with project and school activities and for organizing and implementing programs for parents which will assist them in meeting the educational needs of their children.

Duties of this position include but are not limited to:

1. Planning:
  - a. Assisting district and school-level staff in developing and implementing effective activities for the involvement of parents/families of children who receive services.
  - b. Developing and implementing workshops for parents based on assessed needs.
  - c. Continuing professional growth through an ongoing program of workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
  
2. Programming:
  - a. Preparing and implementing parent/family workshop lessons that support the district's philosophy and curriculum.
  - b. Selecting, developing and preparing appropriate instructional materials for parent/family workshops.
  - c. Assisting school staff in providing additional educational resources and materials for students' use with their parents/families.
  - d. Conferring with classroom teachers, upon request, concerning the educational needs of students.
  
3. Public Relations:
  - a. Promoting the importance of a home-school team approach in meeting the educational needs of children.
  - b. Assisting in providing program and school information to community groups and parents.
  - c. Facilitating communication between teachers, students and parents.
  - d. Informing parents of supportive services which will assist them in meeting the needs of their children.
  - e. Being available to the families of children for school-related purposes during hours which may or may not coincide with a normal school day.

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4. Reporting:
  - a. Maintaining parent or family participation records.
  - b. Maintaining an inventory of materials used in the parent/family involvement
  - c. program.
  - d. Completing required district and state reports.

**REQUIRED QUALIFICATIONS:**

1. Bachelor's degree.
2. Certification in early childhood, elementary education, reading or specific learning disabilities, guidance, school psychology, or social work.
3. Valid Florida driver's license.
4. Ability to maintain effective working relationship with parents and school personnel.

**DESIRED QUALIFICATIONS:**

1. Master's degree in education or a related area.
2. Classroom teaching experience at the elementary level.
3. Fluent in Spanish as well as in English.
4. Background experience or training in counseling, guidance, social work, or exceptional child education.
5. Experience in a similar position.