PARENT EDUCATION LIAISON - ESOL

SUMMARY/SCOPE/GOAL
Facilitate ESOL parent involvement utilizing effective communication and collaboration methods. Inform ESOL parents of language assessments and provide language acquisition strategies for students. Provide ESOL resources for parents and students in the community and at school.

QUALIFICATIONS

PARENT ED LIAISON I
EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS: REQUIRED:
- High school diploma or equivalent.
- Minimum of 60 semester hours from an accredited educational institution with at least 30 semester hours in general education core curriculum and/or child development and education or successful completion of the ParaPro Test with a score of 464 or higher.
- Bilingual.

PREFERRED/DESIRED:
- Spanish-speaking preferred.

CERTIFICATIONS AND LICENSES: REQUIRED:
- Valid State Driver License.

PREFERRED/DESIRED:
- N/A

PARENT ED LIAISON II
EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS: REQUIRED:
- AA/AS degree.
- Bilingual.

PREFERRED/DESIRED:
- Spanish-speaking preferred.

CERTIFICATIONS AND LICENSES: REQUIRED:
- N/A

PREFERRED/DESIRED:
- N/A
PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:
The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Coordinate, schedule, and conduct parent involvement programs and activities.
2. Collaborate with teachers, administration, the community, and parents regarding parent involvement activities or the ESOL Program.
3. Attend workshops and in-services, as appropriate, to maintain current knowledge of effective parent involvement strategies.
4. Assist in the development, maintenance, and distribution of parent resource materials.
5. Act as liaison between parents and teachers, if needed.
6. Provide support in translating for parents and communicating with schools.
7. Conduct on-going assessment of parents’ needs and update services as appropriate.
8. Understand compliance requirements of the Title III law for parental involvement and work with school administrators and staff to meet requirements.
9. Provide activities for community involvement and access to ESOL resources and materials.
10. Provide computer assistance to families and technology support on the Brevard County Website and other online programs for ESOL.
11. Maintain communication with parents regarding opportunities to be involved in activities through phone calls, newsletters, notes, home visits, technology, etc.

OTHER DUTIES:
Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools’ strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:
The ability to work effectively with teachers, administrators, parents, and students. The ability to communicate effectively with parents about the functions of the ESOL Program and provide resources to families. The ability to operate or learn to operate a large van.

GENERAL:
Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

TRAINING:
N/A
EQUIPMENT:
Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:
(L) LIGHT WORK
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

TRAVEL:
Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

<table>
<thead>
<tr>
<th>DIVISION:</th>
<th>Student Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE CODE:</td>
<td>L4302/03/04</td>
</tr>
<tr>
<td>GRADE:</td>
<td>18, 19</td>
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<tr>
<td>UNIT:</td>
<td>1010 CORE</td>
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<td>LAST BOARD APVD:</td>
<td>09/12/2002</td>
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<td>DEPARTMENT:</td>
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<td>CONTENT BY:</td>
<td>Kim Bias, EdD</td>
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<tr>
<td>COMPENSATION:</td>
<td>Rochelle Schwindt</td>
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<td>LABOR RELATIONS:</td>
<td>Karyle Green, EdD</td>
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<tr>
<td>CLASSIFICATION:</td>
<td>Beth Thedy, EdD</td>
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<tr>
<td>1.0</td>
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<tr>
<td>2.0</td>
<td>09/12/02</td>
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<td>REVISED</td>
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<td>3.0</td>
<td>03/10/20</td>
<td>REVISED: Combined Level I &amp; II and corrected program from Title I to Title III. Previously utilized to encompass 9 to 12 month positions. With this revision, current District-based allocation is to be considered in a class separate and apart from School-based “IA” positions due to parent involvement required during the summer. This position is allocated and budgeted for 8hours/12M.</td>
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The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Form Revised 11.20.2019
Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.