

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: INSTRUCTION
TITLE: PARENT ENGAGEMENT SPECIALIST
CALENDAR: [PARENT ENGAGEMENT SPECIALIST](#)
SALARY: [GRADE 13](#)

Job Goal:

Responsible for implementing programs for parents and educators, specifically as it relates to the 2006-2011 PIRC (Parent Information and Resource Center) federal grant

Minimum Qualifications

- Bachelor's degree desired
- Ability to speak, read and write Spanish fluently highly desired
- Excellent verbal and written communication skills
- Experience and desire to work with families of diverse backgrounds, cultures and social economic status
- Ability to collaborate and plan with school personnel to enhance parent involvement and learning
- Knowledge of education, service programs and basic instruction skills
- Broad knowledge of state and federal policies and laws
- Excellent computer skills, including proficiency in standard software programs
- Valid AZ Drivers License; willingness to use personal vehicle
- Satisfactory criminal background check

Core Job Functions

- Develop and implement trainer programs for educators and parents statewide on topics related to parent-school partnerships, parent involvement policies and activities and federal legislation.
- Consult with professional staff in partnering organizations
- Facilitate distribution of program materials and provide training on use of materials
- Identify and/or develop content for parent involvement project website and kiosks
- Collect and collate data from tests, participant satisfaction surveys, and other evaluation tools
- Develop programs and organize exhibits for conference presentations
- Provide written and oral reports
- Participate in regular meetings with community partners and staff teams
- Assist site parent liaisons in planning annual Title I Parent Meeting and educate site liaisons on the components of School Improvement
- Assist site parent liaisons in creating meaningful, participatory parent workshops that are linked to learning (meets School Board, district and school goals and objectives)
- Conduct monthly meetings with site parent liaisons
- Collaborate with community, staff and families to encourage parental engagement in support of student learning
- Coordinate efforts with district Migrant, Homeless and Native American liaisons

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.