

# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

## Job Description

### **Job Title: Bilingual Parent Involvement Facilitator**

**Reports to:** Principal  
**Department:** School  
**Compensation:** IS-03 or IS-06 depending on highly qualified criteria  
**Overtime Status:** Non-Exempt  
**Date Job Revised:** July 19, 2010

**Position Summary:** Parent Involvement Facilitator will serve as a liaison between the home and the school in order to encourage high levels of student achievement and to promote increased parental involvement in the school

#### **Qualifications/Job Requirements:**

##### **Education:**

- High school diploma and be "highly qualified" as defined in the No Child Left Behind Act of 2001.
- Prefer at least two years college training in education or a related field.
- Bilingual in Spanish

##### **Specialized Knowledge, Licenses, etc:**

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##### **Experience:**

- Prefer that candidate has had some experience working in the school setting.

##### **Specific Training/Skills:**

- Ability to follow detailed instructions and complete tasks efficiently.
- Possess knowledge of office equipment such as copiers, computers and fax machines.
- Possess good organizational skills.
- Ability to perform various tasks and work with parents, administrators, teachers, other staff and other members of the community.
- Ability to work under pressure and be flexible.
- Ability to be responsive to school personnel, parents, and other representatives of the community.
- Communicate effectively with parents and the community.
- Familiarity with college admissions and financial aid procedures.

##### **Physical Requirements (If Applicable):**

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##### **Other:**

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#### **Scope of Authority (If Applicable):**

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#### **Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):**

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#### **Customer Contacts:**

- Internal:
- External:

#### **Duties and Responsibilities:**

- Assist mentors and tutors in providing students services that involve parental input.
- Assist with planning and implementation of community events that include parents.
- Serve as a connection between the home and the school.
- Develop a calendar of activities for parents.
- Facilitate and implement parent involvement programs.

- Document and keep records of all parent involvement activities.
- Plan and facilitate parent workshops.
- Inform parents on a regular basis of school/student related activities.
- Assist with data collection and project evaluation.
- Attend workshops and other functions related to parent involvement activities.
- Share all important school-related issues with parents.
- Assist the school with securing important school documents from parents.
- Encourage parents to become more involved in school activities by:
  - Joining the school's PTA
  - Serving on school planning committees
  - Arranging for refreshments for parent activities
  - Soliciting parent volunteers for school related activities
- Other duties and responsibilities as assigned by the principal.