

## SENIOR PARENT COMMUNITY FACILITATOR

### DEFINITION

Assists an administrator or program team by providing District-wide training and guidance to administrators, parents, and Parent Community Facilitators regarding State, federal, and District policies and procedures of various parent and community and instructional programs.

### TYPICAL DUTIES

- Organizes and provides training, presentations, workshops, and guidance to Parent Community Facilitators, District administrators, parent coordinators, and other individuals or committees relating to parent involvement laws and various parent and community programs, including the Public School Choice process.
- Plans and coordinates District-wide conferences such as Parent Summit, Parent Recognition, Child Abuse Prevention Conference, and Stop the Violence Conference.
- Develops training materials and provides professional development workshops for staff members, parent center staff, and others involved in the parent/student/community programs.
- Creates, develops, and revises documents such as handbooks, resource guides, and guidelines for advisory committees and councils based on laws and Board policies.
- Conducts written evaluations of parent meetings and parent education workshops.
- Surveys parents, the community, and school personnel on a yearly basis to assess the effectiveness of the schools' Family and Community Partnership Program.
- Conducts elections for various categorical programs and advisory committees at the Local Districts as necessary.
- Documents program activities by maintaining logs and compiling workshop, training, and meeting documents and materials.
- Answers or refers questions regarding special education to the appropriate resource.
- Takes notes, writes summaries of meetings, and prepares a variety of reports.
- May plan and coordinate monthly parent and community meetings with school site administrators, school staff, and the Public School Choice team.
- May transport parents, staff, or supplies to meetings and conferences.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Parent Community Facilitator assists an administrator or a program team by providing District-wide training and guidance to administrators, parents, community, Parent Community Facilitators, and students where appropriate regarding State and federal policies and election procedures of the parent/community programs.

A Parent Community Facilitator assists a certificated administrator in the organization of meetings and provides in-service training to Community Representatives and parents participating in Court-ordered Integration and categorical programs regarding State and federal policies and election procedures.

### SUPERVISION

General supervision is received from an administrator. Work direction may be provided to Parent Community Facilitators and other individuals involved in parent/community programs. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Issues related to families of diverse socio-economic, linguistic, and cultural backgrounds
- Purpose, function, goals, and objectives of the District's Court-ordered Integration Program and other parent/community involvement programs
- Correct spelling, punctuation, and grammar
- Applications of a variety of office machines such as computers and reprographic equipment
- Pertinent District policies, procedures, and instructional programs
- Pertinent federal, State, and local policies, rules, and regulations
- Public school system and school reform efforts
- Organization of the Los Angeles Unified School District
- Appropriate techniques and practices for communicating information in person and by telephone
- Methods of developing training courses and workshops
- Adult learning concepts
- Public School Choices, such as magnet, Pilot, Small Learning Communities, and charters at LAUSD

### Ability to:

- Understand and interpret rules, policies, and regulations
- Effectively present training and workshop sessions to District employees and Community Representatives
- Plan and organize District-wide conferences
- Analyze meeting or conference evaluation forms and compile reports
- Work with and facilitate discussion among individuals and groups in a multicultural setting
- Guide individuals and groups toward task accomplishment through appropriate interpersonal style and methods
- Write clearly, concisely, and accurately in a manner appropriate to the purpose and audience
- Work in collaboration and communicate effectively with administrators, teachers, parents, and students from all racial, ethnic, and socio-economic groups
- Handle conflict in a fair, just, and open manner
- Exercise good judgment and remain calm and pleasant under stressful situations
- Organize and accurately file and maintain records related to events planned and conducted
- Advocate for children and parents
- Prioritize and schedule projects and tasks
- Operate a personal computer
- Be impartial and present factual information

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency. An Associate Degree or completion of equivalent college semester or quarter units is preferable.

### Experience:

Three years of experience in a categorical, court-ordered integration, or other parent/community involvement programs that included developing and providing workshops, training, and/or professional development.

Special:

A valid California Driver License.  
Use of an automobile.

SPECIAL NOTE:

Willingness to work irregular and evening hours as needed.  
Some positions may require bilingual skills.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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PJO