

PARENT COMMUNITY FACILITATOR	5520
PARENT COMMUNITY FACILITATOR (ARMENIAN LANGUAGE)	5522

DEFINITION

Assists a certificated administrator with various parent/community involvement and educational activities such as District instructional programs, categorical program elections, parent orientations, training sessions, special events, interpretation of court orders, and public relations efforts.

TYPICAL DUTIES

- Organizes meetings and provides in-service training to Predominantly Hispanic, Black, Asian and Other Non-Anglo (PHBAO) Community Representatives and parents participating in Court-ordered Integration Programs.
- Attends various meetings and provides services and information to staff and members of the community and other agencies at the Local District level regarding the implementation and operation of Court-ordered Integration Program, categorical programs, and parental involvement policies.
- Conducts elections for various categorical programs and advisory committees at schools and Local Districts.
- Organizes and presents parent training and education workshops at Local District sites regarding State and federal guidelines on parental involvement, and planning and operation of specific programs and conferences.
- Participates in professional development activities.
- Provide assistance and act as a resource for parents regarding school transfers and transitions.
- Maintains logs and records of information and workshops completed.
- Recruits, organizes, trains, and recognizes school volunteers.
- Answers or refers questions regarding special education to the appropriate resource.
- Takes notes, writes summaries of meetings, and prepares a variety of reports.
- May transport parents, staff, or supplies to meetings and conferences.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

A Parent Community Facilitator (Armenian Language) speaks Armenian in assisting 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.

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

SUPERVISION

General supervision is received from a certificated employee. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Issues related to families of diverse socio-economic, linguistic, and cultural backgrounds
Purpose, function, and objectives of the District's Court-ordered Integration Program and other related 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
Organization of the Los Angeles Unified School District
Appropriate techniques and practices for communicating information in person and by telephone
Training methods and techniques

Ability to:

Understand and interpret rules, policies, and regulations
Facilitate discussion among individuals and groups
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
Remain calm and pleasant under stressful situations
Work effectively and cooperatively with all racial, ethnic, and socio-economic groups and individuals
Make oral presentations and communicate effectively, persuasively and tactfully to promote the goals of the District
Exercise good judgment in scheduling work, establishing priorities, and communicating with parents and students in sensitive situations
Accurately file and maintain manual or computer records related to events planned and conducted
Effectively present training and workshop sessions to District employees and community representatives
Prioritize and schedule projects and tasks
Operate a personal computer

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:

One year of experience in a categorical, court-ordered integration, or other parent/community involvement programs.

Special:

A valid California Driver License.

Use of an automobile.

Ability to communicate effectively in Armenian in addition to English is required for Parent Community Facilitators (Armenian Language).

SPECIAL NOTES

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.

Revised and adding the class
of Parent Community Facilitator
(Armenian Language)

11-03-08

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