

# SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

## SPECIALIST – PARENT ACADEMY PROGRAM

### JOB DESCRIPTION

<b>JOB CODE:</b>	63101D, 610220	<b>BARGAINING UNIT ELIGIBILITY:</b>	No
<b>FLSA:</b>	Non-Exempt	<b>PAY GRADE:</b>	29
		<b>SALARY SCHEDULE:</b>	Professional/Technical

#### QUALIFICATIONS:

- (1) Bachelors in degree from an approved accredited educational institution in education, social services, or guidance counseling; and
- (2) Minimum of five (5) years experience in social work or working with families and community agencies; or
- (3) An equivalent combination of education and training.
- (4) Preferences:
  - a) Journalism, communications, or marketing; or
  - b) Multilingual.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the organization, operation, programs and goals of the district. Knowledge of adult education principles, and effective outreach and engagement of diverse groups and individuals. Understanding of and experience with curriculum and educational strategies key to building foundations for academic success. Knowledge of culturally relevant and sensitive parent/family curriculum and practices. Knowledge of community resources and ability to develop community contacts. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to perform highly responsible administrative support duties. Decision-making ability within the framework of the position. Ability to effectively communicate both orally and in writing with parents, students, staff, and the community. Ability to establish and maintain positive working relationships with District staff, school center personnel and the community. Skill in use of computer technology. Ability to track and record training sessions and participants' attendance. Extensive knowledge of office practices and procedures, including financial functions. Ability to prepare complete and accurate financial reports and statements of considerable complexity. Ability to research and prepare narrative reports.

#### REPORTS TO:

Director, Executive – Early Learning Development and The Parent Academy

#### JOB GOAL

To perform highly responsible work to carry out the mission and goals related to the District's Parent Academy and Community Relations, including parent/family outreach.

#### SUPERVISES:

N/A

**SPECIALIST – PARENT ACADEMY PROGRAM (Continued)****PERFORMANCE RESPONSIBILITIES:**

- \* (1) Schedule and conduct parent/family programs and curriculum, conferences, training sessions, workshops, and events focused on improving knowledge, skills and abilities of parents and families.
- \* (2) Assist in the development of partnerships to support the Parent Academy program.
- \* (3) Recruit volunteers and host locations for the Parent Academy conferences and training sessions.
- \* (4) Assist in the development of and the ongoing maintenance of an online catalogue of course offerings.
- \* (5) Recognize parents/family members, partners, and other stakeholders for their participation and involvement in the Academy.
- \* (6) Assist in the development of school, PTA, business and community partnerships to support the Alachua County Parent Academy.
- \* (7) Assist in the recruitment of volunteers and hosting locations for the Academy conferences and training sessions.
- \* (8) Assist with developing and maintaining a Parent Resource Center.
- \* (9) Market programs and services to Alachua County parents, families, PTAs, principals, social workers, community groups, school-based parent centers, and other diverse stakeholders.
- \* (10) Assist in the development of online and paper registration processes for program offerings to parents, families and community groups.
- \* (11) Assist with planning, developing and coordinating other district-level partnerships, including, but not limited, to Alachua County District Advisory Council, Area Chambers of Commerce, business and community foundations and various public and private organizations.
- \* (12) Deliver the training modules for volunteer and partnership recruitment and retention.
- \* (13) Assist with planning and developing summit meetings for key community partners including but not limited to faith-based organizations, grassroots groups, parents, business leaders, and elected officials.
- \* (14) Assist in the development of ways to improve how the District, parents/families, businesses and the community interrelate.
- \* (15) Assist in the development, implementation and evaluation of parent/family programs and services for diverse audiences, including workshops, classes, and conferences.
- \* (16) Assist in the building of parent/community engagement in the Parent Academy programs and services.
- \* (17) Assist in the selection of appropriate instructional materials and resources for use by parents and families.
- \* (18) Assist in the development, implementation, and evaluation of the Academy programs and services.
- \* (19) Adhere to applicable safety standards.
- \* (20) Attend all staff meetings and workshops.
- \* (21) Assist with maintaining a clean and orderly environment.
- \* (22) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \* (23) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- \* (24) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.

## **SPECIALIST – PARENT ACADEMY PROGRAM (Continued)**

- \* (25) Demonstrate initiative in the performance of assigned responsibilities.
- \* (26) Demonstrate support for the school district and its goals and priorities.
- \* (27) Exhibit interpersonal skills as an effective team member.
- \* (28) Follow attendance, punctuality and proper dress rules.
- \* (29) Maintain confidentiality regarding school/workplace matters.
- \* (30) Maintain expertise in assigned areas.
- \* (31) Manage time efficiently.
- \* (32) Model and maintain high ethical standards.
- \* (33) Participate in cross-training activities as required.
- \* (34) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (35) Prepare all required reports and maintain updated and accurate records.
- \* (36) Represent the District in a positive and professional manner.
- \* (37) Respond to inquiries and concerns in a timely manner.
- (38) Perform other duties as assigned.
- \* (39) May be required to work beyond the 40 hour week.

*\*Essential Performance Responsibilities*

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Addendum No. 11**

Adopted: 8/18/15

Revised: 8/29/19 (Superintendent)