

SAN JOSE UNIFIED SCHOOL DISTRICT

I. Title: Parent Education Trainer

II. Definition:

Under the supervision of a Department Administrator the Parent Education Trainer coordinates and provides classes and training for instructors, staff and parents with students in grades pre K - 12 in all the schools in SJUSD; develops and provides appropriate academic curriculum and other language appropriate for parents; and supports and maintains excellent communication between the District, the school sites, and the community.

The intent of the training sessions, meetings or community seminars is to assist parents in understanding the District standards for high achievement, in preparation for meeting high school graduation requirements with a foundation for college. The training will promote communication between parents and the schools or community, and will encourage parental participation, involvement, and engagement in classroom or school efforts to enhance academic achievement for students.

III. Examples of Duties:

The Parent Education Trainer provides:

Training to parents and works with instructors/teachers or other school personnel in providing orientation classes to parents of students entering the school system and/or to parents of students in grades pre-K-12;

Information, training and assistance in understanding academic guidelines, grade level standards, District policy: effective techniques that enhance student learning; study skills, family wellness, drug and violence prevention, respect of self and others, modeling behavior change and steps to college; Professional communication with the District in regard to parental needs and community/agency resources;

Collection and maintenance of School newsletters, SELAC, and open house/back-to-school night as well as programs, data, records, and correspondence related to The Office Of Parent Education and Involvement.

IV. Distinguishing Characteristics:

The employee must be significantly skilled in the use of computer software applications to complete District reports and summaries as well as correspondence and communication of events, activities, classes, workshops, conferences and projects to best inform the parents, the school sites and District.

The Parent Education Trainer must have excellent written and verbal communication skills and be able to speak to large and small parent groups as well as to the media.

The Parent Education Trainer must be able to maintain excellent communication with the District, schools and the community in order to provide information to parents and maintain up-to-date records, data, and correspondence to reflect the partnership between home, school and District. The employee will be responsible for researching current practices and philosophies to support parental involvement in a multicultural society. (California Standards, National Educational Association, National PTA, No Child Left Behind)

The Parent Education Trainer will be expected to address issues relating to current parenting classes and techniques to help parents establish a learning environment at home, and communicate with their children through radio, television, and public arenas such as workshops and community presentations.

V. Employment Standards

A. Knowledge of:

District and school organizations, policies, procedures and operations, including, but not limited to The Voluntary Integration Plan, No Child Left Behind Act, and the Offices of Parent Education and Involvement under the Department of Desegregation;

Effective oral and written communication skills;

Effective training practices

B. Ability to:

Teach, train, inspire, motivate and promote parental participation, involvement and engagement as parents in partnership with educators;

Write or adapt curriculum for classes, workshops, conferences and training to help and guide parents to support student achievement;

Assist in determining the needs of parent groups, schools and the District to provide assistance and training to parents

Provide instruction in English and other language appropriate as needed for the classes, workshops and programs to increase parents' awareness of and participation in their student's academic program;

Provide translation to meet the needs of the participants in the classroom.

Maintain cooperative working relationships as a team member with parents, administrators, professional staff, teachers, other personnel, and community / agency resource personnel;

Work tactfully and courteously with parents, school personnel and agencies;

Work independently and use good judgment;

C. Education/Training/Experience:

Education equivalent to graduation from an accredited two year college or university with an emphasis in education, social work, psychology, or a related field.

Three years of current experience as a trainer and/or community service provider.

The Parent Education Trainer must have education and training experience in facilitating and teaching workshops and classes as well as training other instructors to teach and facilitate classes for parents.

Experience in public speaking on radio, television or other public venues.

Experience working with the public, parents, and school system.

D. Licenses/Certificates

Possession of a valid California Driver's license.

VI. Specific Qualifications

The Parent Education Trainer is a unique full time position with a flexible working day and evening hours to most effectively provide programs, classes, and training to parents.

In addition, the Trainer will work with administrators, District, and school staff, as well as interact with the larger community in a professional manner through classes, workshops or radio and television as needed.

Passage of promotional clerical test, computer test and appropriate bilingual language test.

Flexible work week will be 40 hours, not an eight-hour day.

Board Date: November 3, 2005

Range: 26 (\$16.31 - 19.82 per hour)

Category Code: _____