

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED NOVEMBER 2020
RANGE: 43.5
CLASSIFIED
CODE: NONE

MIGRANT PARENT LIAISON

DEFINITION

Under the direction of the Migrant Director the position of Migrant Parent Liaison will work directly with parents of students to promote parental involvement and provide information and/or direction; assist parents in goal setting and educational development for their children; develop materials for all parent events; and transition students throughout their education towards college.

EXAMPLES OF DUTIES

Coordinate programs for improving migrant parent/legal guardian involvement and enhancing student success;

coordinate resources for parents/legal guardians with the purpose of enhancing probability of student success in school;

maintain a variety of confidential and non-confidential lists and records (online and manual) (e.g. Federal Program Monitoring, District Service Agreements, Regional Applications, contact logs, parent resources, etc.) for the purpose of documenting and/or providing reliable, and timely, information to the California Department of Education;

participate in a variety of meetings, workshops and committees (e.g. Regional Advisory Council, Parent Advisory Council, State Parent Advisory Council, Regional Parent Conference Committee, Feria de Educacion, parent-student workshops, educational seminars, department in-service, etc.) for the purpose of conveying and/or gathering information required to perform functions;

participate in home visits as needed and/or assigned for the purpose of increasing parent/legal guardian understanding of available parent and student services;

prepare a variety of documents, reports and written materials (e.g. State Service Delivery Plan monitoring, contacts with parents, resource teachers, SSAs, Community Liaison etc.) for the purpose of communicating information to parents and staff;

provide oral and written translation to Spanish (e.g. conference, workshops, meetings, etc.) for the purpose of improving parent/legal guardian understanding of District and program activities;

refer parents to outside agencies for the purpose of meeting the needs of their students;

serve as a liaison between parent, school district, regional staff, and outside agencies by responding to inquiries, and provide information for the purpose of removing barriers to student's success in school;

responsible for co-facilitating, coordinating, training and planning of all Executive Council and Regional Advisory Council meeting including the development and collection of the meeting agenda, invitation, meeting minutes, and sign-in sheets;

perform other related duties as needed and/or assigned for the purpose of assisting others in the completion of program activities and ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS

Knowledge of:

Roberts Rules of Order for work and engagement with the Parent Advisory Council;

migrant eligibility guidelines;

oral and written English to Spanish translation;

parenting methods;

community resources;

pertinent laws, rules and regulations;

program software applications;

standard bookkeeping;

utilizing organizational skills;

planning and managing projects.

Ability to:

Schedule activities and/or meetings;

compose a variety of documents;

facilitate group discussions;

solve practical problems, accurately analyze issues, and create action plans;

gather, collate, and/or classify data using job-related equipment;

independently work and communicate with persons with varied cultural and educational backgrounds;

establish and maintain constructive relationships;

maintain confidentiality;

work under limited supervision following standardized practices and/or methods;

lead, guide, and/or coordinate others and operate within a defined budget.

Experience:

Two (2) years of experience working with Migrant Education Parents.

Education:

B.A. or B.S. degree.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: rn

11/6/2020

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