

PARENT FACILITATOR/BILINGUAL

JOB SUMMARY Under the direction of a certificated supervisor, assist families of special needs students in understanding and accessing community resources and public services available to families. Understand the process related to Special Education. Attend and conduct training meetings with parents and make home visits to facilitate communications between parents, specialists, and instructional staff. When appropriate, perform written translation of simple notes for parents, staff, etc.

TYPICAL DUTIES Refer parents to community resources, medical facilities, and public service agencies for financial, medical, and other assistance. Inform parents of workshops, meetings, activities or support groups appropriate to the needs surveys and evaluations of programs and services. Communicate with families to identify needs and concerns related to the school, special education, and district programs and/or policies specific to public education. Provide information regarding eligibility criteria to assist parents in locating and utilizing available resources and public services. Make home visits to assess student and family needs and provide input to teachers, support staff, specialists, and others. Facilitate collaboration between teachers and parents in developing Individualized Education Plans (IEP) for special education students. Maintain records and logs and prepare reports. Assist in the development of parent training programs. Assist in transitioning students with special needs to regular education classrooms. Perform related duties as assigned.

JOB REQUIREMENTS Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent supplemented by college course work in child development, sociology, or related field and two years experience involving public contact and social service agencies in the East County. Some personal experience working with limited or non-English speaking adults and children. Demonstrated proficiency in both English and the appropriate second language.

Knowledge of: Community organizations, resources, and public services available for families with a special needs child. Bilingual Program/Special Education operations and general guidelines for English Learners. If appropriate, proper interpreting techniques (i.e., able to convey the idea of the source language in the target language on the spur of the moment). Proper use of English, grammar, spelling, punctuation, and speaking. Proper use of specified second language grammar, spelling, punctuation, vocabulary, etc. Problems, needs, and concerns of families with physically, mentally, or emotionally disabled children. Eligibility criteria and referral procedures to various agencies, medical facilities, and service organizations working with individuals and families of special needs children. Special education programs and services.

Ability to: Communicate effectively both orally and in writing; establish and maintain cooperative working relationships with parents, teachers, medical professionals, specialists, and others. Maintain contact and facilitate communication between school staff and parents of special needs students. Maintain related records and prepare reports. Make referrals and deal effectively with public service agencies. Accurately translate and interpret for non-English speaking adults and children.

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LICENSE

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance.

PHYSICAL ABILITY

Drive personal vehicle to various students' homes and other locations to conduct work. Speak clearly and distinctly. Hear conversations in person and on the telephone. Lift child weighing up to 30 pounds. While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screening certifying this ability.

WORKING CONDITIONS

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.