

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project Specialist I, Title I Parent Involvement

DEFINITION

Under direction, assists with Title I parent involvement issues and training; serves as liaison between families, court/community schools, districts and community to provide support, training and advocacy for parents' involvement in student education and transition; maintains program records; performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

Professional, technical, and clerical staff as assigned.

DUTIES AND RESPONSIBILITIES (This position may not include all of the listed duties, nor do all of the listed examples include all task which may be found in this classification.)

Collaborates with court/community school administrators and Title I staff regarding Title I of the Elementary and Secondary Education Act (ESEA) parent involvement issues; facilitates between court/community schools, districts, and community to provide a smooth transition of students to home districts, higher education, and/or career technical training; plans and provides monthly tips, strategies, and ideas to parents; sponsors parent involvement training sessions to help parents work with students at home; ensures parents are meaningfully engaged in all aspects of school site parental involvement requirements; plans classes for parents that model effective instructional strategies; identifies barriers to participation by parents in activities authorized by Title I; ensures interpretative services as needed; provides staff with research articles and handouts for parents; creates brochures and handouts; writes summaries, letters, memos and reports; provides regular communication with parents to appraise them of events and opportunities at school; helps develop a family friendly environment at school; assist families in understanding Title I requirements; maintains documentation of compliance with the Title I parent involvement components; develop and maintain an ongoing database of contacts, outcomes and follow-up activities; produce transition reports for court/community school students; works with staff to develop programs, activities, and events geared to reach the families of Title I students; maintains a supportive and cooperative working relationship with districts, parents, students, career technical trades stakeholders, and the community at large; develops surveys to assess effectiveness of workshops, trainings, and program.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

Possession of a bachelor's degree in education, social services, counseling, or similar field; and progressively responsible work experience in educational or parent/community support services programs sponsored by education, government agencies or community-based organizations; experience working with at-risk students preferred.

Knowledge of:

Public education systems; applicable sections of California Education Code; Title I parent involvement requirements and laws; community resources and agencies; basic research methods; record-keeping and report preparation techniques; standard software applications.

Skill and Ability to:

Plan and effectively lead meetings; present information and respond to questions from groups of parents and staff; develop measurable goals and objectives and evaluate progress toward achievement; set priorities and make decisions on a variety of complex matters; develop and conduct parent/community and staff trainings; Read, interpret, apply and explain policies, regulations, rules and procedures; create correspondence, brochures, handouts, reports and other informational documents; work collaboratively with a variety of people from different

cultural, ethnic, and socioeconomic environments; organize work to meet strict deadlines; maintain confidentiality of student and parent information; maintain accurate and accessible records; communicate effectively in both oral and written form; establish and maintain cooperative working relationships with clients and staff.

Other Characteristics:

Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments; willingness to travel.

Approved by Personnel Commission: 8/10/10