

# WINDSOR UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

### **TITLE: PARENT PARTNER**

#### **DEFINITION:**

The Parent Partner will serve as an educational agent to parents of pupils of all ages, with emphasis on high school age, regarding community services and support agencies and school based activities, especially four year college information. The Parent Partner will report to the Site Administrator. He/she will perform necessary duties to assist in assigned casework of identified families and assist the Administrator in the daily operation of the student support services programs.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

##### Parent Support:

- Provide information to parents to encourage interest and involvement in school and community activities, emphasizing four year college information.
- Attend meetings as a liaison among parents, community, and school.
- Accompany parents to programs or agencies if requested.
- Facilitate access to parent education training.
- Assist parents in developing Big Picture Learning plans. Assist in preparing for meetings and locating services.

##### Site Support:

- Attend staff development training provided through BPL, District/Site and other sources as directed by the Administrator.
- Share the parent perspective and ability awareness to site staff.
- Assist staff as needed in facilitating communication with parents regarding program or student issues.
- Participate in staff meetings, parent education, and conferences as assigned.
- Develop schedules for home visits.
- Assist in office activities related to the operation of the counseling program emphasizing four year college information.
- Other duties as assigned.

**REQUIRED QUALIFICATIONS:**

**KNOWLEDGE OF:**

- Windsor USD and its community and resources, as it pertains to opportunities, organizations or options to support families, school resources and/or individuals to contact and access necessary information, emphasizing four year college information.

**ABILITY TO:**

- Work flexible hours as needed for activities. (Including evening hours)
- Relate positively with students, staff, parents/guardians and the public.
- Provide understanding of community groups and issues.

**QUALIFICATIONS:**

- Possession of a valid California Driver's License.
- Communicate effectively, in English, both orally and in writing. (Spanish desired)
- Maintain confidentiality of school and student related information.
- Proficient with office machines and computers.
- Familiar with the Windsor Unified School District and its' community and resources.
- Involvement with parent organizations and community.
- Case management experience.

**PREFERRED EXPERIENCE:**

- Training and experience in working with parent organizations, school settings and four year college preparation and enrollment processes.

**EDUCATION:**

- High School diploma or equivalent.
- CPR and First Aid training, or willingness to be trained.
- AA Degree or equivalent.

First Reading: 10/5/99

Second Reading: 11/2/99

Approved: 11/2/99

Revision Date: 1/18

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