



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Paraeducator, Parent Outreach Facilitator, Head Start

FLSA Status: Non-Exempt

Salary Grade, if non-union:

Pay Grade, if union: PA07-12

Non-Union or Specific Collective Bargaining Agreement: Paraeducator Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to serve as a liaison between the school and the home, and coordinates/plans delivery of services to needy families enrolled in Head Start process including the ERSEA (Enrollment, Recruitment, Eligibility, Selection, and Attendance). This position meets Head Start standard 1304.52e as home visitor. Provides families with helpful information, and assists teachers/counselors in their communication with parents. Duties are performed under the general supervision of the Director, Preschool Programs in consultation with the school Principal, and the daily guidance of the Senior Coordinator, Preschool, Head Start. Performance is evaluated through observation of work, and/or periodic conferences, critiques, records and reports.

Essential Functions of this Job

Professional duties will involve conducting home visits, and parent conferences to implement Head Start Parent, Family community Engagement Framework, attending state and local meetings, staff meetings, in-service workshops, parenting classes, serving on various committees in the school setting, and complying with policies and procedures.

This position will offer clerical assistance consisting of phone calls, record keeping, scheduling meetings, developing parent resources, meeting agendas, and attendance forms. This position will offer reinforcement and support to classroom teachers, and make referrals to local agencies for special needs. Ensures that parents are aware of testing requirements, discipline procedures, educational resources, and school advisory committee meetings. This position will help prepare materials for parent training, help recruit parents for the skills development seminars, and encourage community-based organizations to support schools. Responsibilities include acting as a mediator between home and school, especially when there are issues of misperception and miscommunication. Must be energetic, make home visits, and motivate parents to engage

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with their children's education and social/emotional development. Must be proficient with computers using software applications.

Assignment requires the use of a personal vehicle and accepts reimbursement in accordance with District policy. The assignment may also require evening visits to students' homes and participation in occasional recruitment events on the weekend.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Minimum of 2 years' experience working with parents and students of diverse socio-economic backgrounds. Ability to understand written and oral instructions, to speak and write coherently, to keep records and create reports, and to work cooperatively and professionally with other school personnel, parents, students, and other social agencies. Must be willing to work and interact in diverse schools and neighborhoods. Provides own transportation with reimbursement according to District policies. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Sixty (60) or more college credit hours or an Associate's degree or higher from an accredited school with focus of Social Services or related field or a passing score on the Para Pro exam required. This position will be required to attend courses in child development, family goal development, family well-being and parenting skills programs.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with students, parents, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting, standing, walking, and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds. Requires travel to schools, worksites and students' homes within the district and infrequently out-of-town travel with reimbursement in accordance with District policy.

Local Code: 10003
EEO5: 46
Approval Date: 2006-10-10
Date Last Revised: 2015-03-10

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.