

ALAMEDA COUNTY OFFICE OF EDUCATION
Job Description
March 2008

JOB TITLE: Program Manager II—Parent Information and Resource Center (PIRC)

GRADE: Management, Range 16

JOB SUMMARY

Under the direction of the Curriculum & Instruction Director, assists in implementing Project INSPIRE (Innovations that Nurture Success and Parent Involvement to Reach Excellence); developing parent leadership/education curriculum; providing parent training at the Alameda County Office of Education and its six regional satellite sites and implementing the Virtual Pre-K training program for parents of preschool and kindergarten children. Serves as liaison to parents, school staff, and community organizations in the development and implementation of parent education, outreach, and support programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Assists in the development of materials and delivery of parent training.
- Utilizes technology within the context of parent outreach and support.
- Provides training using culturally and linguistically responsive models of parent leadership and education;
- Serves as a liaison with local agencies in support of common family and community leadership development and outreach goals.
- Addresses the issues of race/ethnicity, language, culture, and underserved populations as they impact the ability of parents and families to support accelerated and sustainable student achievement.
- Assists in the identification, design, dissemination, implementation, and evaluation of promising and best practices in successfully engaging parents and families of underachieving students.
- Assists in the development and delivery of a parent leadership trainer of trainers program that enhances parents' understanding of *No Child Left Behind* and state/federal accountability requirements and their ability to effectively use technology to support their children's learning.
- Delivers statewide parent workshops.
- Assists in implementation of the Virtual Pre-K program in preschools and kindergartens throughout CCESSA Region 4;
- Assists in the development of publications and products to support parent leadership development and empowerment.
- Maintains appropriate records as required.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform to essential duties and responsibilities.

Knowledge of:

Parent training programs.
Effective instructional practices.
No Child Left Behind statute.
State/federal accountability.
Parent committees.
Spanish and/or Vietnamese.

Ability to:

Work independently.
Work with a variety of individuals and groups.
Communicate effectively orally and in written form with language diverse populations
Exercise sound judgment.
Interpret and communicate policies and procedures.
Model norms of behavior that reflect high expectations for staff, students, parents, and community members.
Travel to various locations.

EDUCATION and/or EXPERIENCE:

The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.

Bachelor's degree or higher;
Five (5) years experience working with parents of K-12 students and one (1) year experience facilitating meetings and/or conducting workshops/presentations.
Bilingual and Biliterate in English/Spanish or English/Vietnamese.
Coursework or experience reflecting knowledge of *No Child Left Behind* and/or state/federal accountability systems.
Demonstrated experience as a trainer, presenter, coach, and/or mentor.
Experience working with group outreach, community building, and facilitation across culturally and linguistically diverse populations.
Experience working with underserved student and parent populations.
Valid State of California driver's license and an acceptable driving record.

Desired: Experience working with PC and/or Macintosh computers and using various forms of software applications, experience with Pilot Programs; coursework or experience reflecting knowledge of adult learning theory and/or community learning theory; experience in the integration of technology in parent leadership and education programs; experience organizing and delivering parent leadership development and education activities; and experience working with underserved student and parent populations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift to/from cart, table, car and/or move with cart curriculum materials up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee is frequently required to attend regional meetings (occasionally in the evenings and/or weekends) and conduct overnight region-wide travel and frequently works with a video/computer display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Approved By: Personnel Commission
Approved Date: March 20, 2008