

MORENO VALLEY UNIFIED SCHOOL DISTRICT
Human Resources Division

I. Position Title
African American Parent Involvement Specialist

II. Position Description
Under the direction of the Director of Categorical Programs African American (AA) Parent Involvement Specialist will assist in the implementation of the AAPACs and African American Advisory Council (AAAC) meetings and other parent engagement activities.

III. Responsibilities

- Establishes a system which organizes, monitors, and maintains the District's AAPACs and AAAC as well as parent engagement activities.
- Coordinates and assists in the data collection, organization, and compilation of data required for the development and implementation of parental engagement activities including site AAPACs and AAAC.
- Assists school sites in the training and development of AAPAC, AAAC, and parental engagement activities.
- Coordinates and assists in the acquisition of appropriate resources and instructional materials for the implementation of the AAPAC, AAAC, and parental engagement activities.
- Maintains record keeping, data gathering, and the preparation of evaluation reports as required by State and Federal Agencies. This includes AAPAC, AAAC, and parent workshops and trainings.
- Assists in the implementation of academic and/or intervention programs of African American students.
- Assists with meetings, in-service trainings, and community activities related to the implementation of the AA Programs.
- Assists the staff involved with the implementation of the parent engagement programs at sites to include training, program development planning, and required record keeping organizational techniques.
- Assists sites in the formation of their AAPACs, including organization, monitoring of State guidelines, parent recruitment, training, and support site personnel.
- Coordinates and helps conduct monthly AAAC meetings with site personnel and parent representatives; including agenda planning meetings, staff training, parent representative training, preparing and processing notification of meetings and materials for distribution.
- Communicates effectively with schools, staff, and community.
- Performs other duties as assigned by the Director of Categorical Programs.
- Attends professional conferences, trainings, and workshops at the District, Regional, State and Federal levels to enhance job knowledge and responsibilities.
- Assists sites and District in preparing FPM compliance items.

IV. Requirements

- Valid California teaching credential
- Minimum three years of teaching experience
- Knowledge and training in alternative educational strategies

V. Preferred Qualifications

- Ability to communicate well orally and in writing, participate in parent, student, and community activities

VI. License Requirement

- Must possess a valid California Driver's License and maintain possession of such license during the course of employment

Board Acknowledgement of Revision: 09.10.13