

MORENO VALLEY UNIFIED SCHOOL DISTRICT
Human Resources Division

I. Position Title

English Learner Program Parent Involvement (Engagement) Specialist

TEACHER ON ASSIGNMENT

II. Position Description

Under the direction of the ELLP Director the EL Parent Involvement (Engagement) Specialist will assist in the implementation of the ELAC and DELAC meetings and Title III parent engagement activities.

III. Responsibilities

- Establishes a system which organizes, monitors, and maintains the District's ELACs and DELAC as well as parent engagement activities. This includes the District Calendar of parent education classes and trainings.
- Coordinates and assists in the data collection, organization, and compilation of data required for the development and implementation of parental engagement activities including site ELACs and DELAC.
- Assists school sites in the training and development of ELAC, DELAC and parental engagement activities.
- Coordinates and assists in the acquisition of appropriate resources and instructional materials for the implementation of the ELAC, DELAC and parental engagement activities.
- Maintains record keeping, data gathering, and the preparation of evaluation reports as required by State and Federal Agencies. This includes ELAC, DELAC, and parent workshops and trainings.
- Assists in the implementation of academic and/or language proficiency assessments of English Learners.
- Assists with meetings, in-service trainings, and community activities related to the implementation of the EL 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 ELACs, including organization, monitoring of State guidelines, parent recruitment, officer training, and site personnel.
- Coordinates and helps conduct monthly DELAC meetings with officers and site-elected parent representatives; including agenda planning meetings, officer 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 ELLP Director.
- 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 the LEA plan and FPM compliance items.

IV. Requirements

- Valid California teaching credential
- Minimum three years of teaching experience
- Knowledge and training in alternative educational strategies with specific training in English Language Development

V. Preferred Qualifications

- CLAD/BCLAD Authorization

- Ability to communicate and participate in parent, student, and community activities
- Ability to read, write, and communicate in Spanish

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