**INDIAN PRAIRIE COMMUNITY UNIT SCHOOL DISTRICT 204**

**JOB DESCRIPTION**

**TITLE:** BILINGUAL PARENT AND COMMUNITY RELATIONS COORDINATOR FOR MIGRANT FAMILIES

**SUMMARY:** The position is responsible to provide support services for children and families of English Learners (EL) and to act as a liaison between EL parents and district personnel regarding District programs and services.

**ESSENTIAL JOB FUNCTIONS:**

1. Provide parents and schools with technical assistance related to EL parent education and involvement activities. This includes orientation of parents to their role in the educational process through presentations, written materials, and parent meetings.
2. Provide support for translations and interpretations of both oral and written language material in any language as needed and available related to Title III.
3. Serve as a liaison between district staff and EL parents to establish effective and productive communication in all areas that lead to student success.
4. Develop and maintain family, District, and community relationships and partnerships.
5. Develop and provide resources, information, and support for culturally and linguistically diverse families in accessing school programming, engaging with technology, and connecting with community resources based on need.
6. Compile, maintain, and file all reports, records, and other legally required confidential documentation.
7. Coordinate, facilitate, and advocate for parental involvement of local workshops, conferences, and advisory meetings.
8. Develop, plan, organize, facilitate and/or implement curriculum for local EL parent education workshops, classes, and opportunities on a variety of topics including but not limited to Illinois Learning Standards, parenting skills, nutrition, child development, and job skills.
9. Actively seek opportunities to enlist presenters for parent classes and events.
10. Collaborate with district level staff regarding families, EL parent needs, referral system, and social service resources.
11. Assist in planning a referral system for families/EL parents regarding available community services and social services. This includes making and following up on referrals, assisting families in coordinating with medical/health providers, and coordinating distribution or resources (clothing, food, school supplies, etc.) for the purpose of supporting and helping migrant families.
12. Organize activities to familiarize EL parents with after-school activities and supplemental services that extend learning opportunities for students.
13. Assist in developing and identifying strategies for providing ongoing support to families of identified students in need of specialized services or additional assistance.
14. Collaboratively assist the Bilingual Parent Advisory Committee (BPAC) and participate in their meetings.
15. Meet with parents at school or through home visits as needed to explain school programs and reinforce the positive school environment with parents.

Perform other related duties as assigned.

May 2023

Staff Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IPCA and Non-Bargaining Unit Goal Setting Document**

**Goal Setting:**

My professional goal(s) for the school year is/are in reference to number(s) \_\_\_\_\_on the evaluation instrument for my job classification. Growth in this/these area(s) will be evidenced by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Further definition of goal area(s):**

**(To be completed by the supervisor/administrator as needed)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Non-Bargaining Employee Evaluation and Goal Employee’s Name:**\_\_\_\_\_\_\_\_\_\_\_

**Review Form Employee’s ID # \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Indian Prairie School District #204 Conference Date:­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_**

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: BILINGUAL PARENT AND COMMUNITY RELATIONS COORDINATOR FOR MIGRANT FAMILIES

This form is used by supervisors of non-bargaining staff members who are working in part-time or full-time positions with the Indian Prairie School District #204. The non-bargaining employee’s immediate supervisor may complete the form. If the employee’s immediate supervisor is not a District administrator, the administrator who supervises the program or areas in which the classified employee works must sign the form. The employee must be provided with a copy of the signed and completed evaluation.

**Key:**

(P) Proficient—indicates that the numbered statement is true

(E) Emerging—points to growth needed in the area; the rating includes a comment

(U) Unsatisfactory—requires a comment which defines the area of concern and expectations for improvement

(NA) Not Applicable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | P | E | U | NA | Comments |
| 1.Provide parents and schools with technical assistance related to EL parent education and involvement activities. This includes orientation of parents to their role in the educational process through presentations, written materials, and parent meetings. |  |  |  |  |  |
| 2. Provide support for translations and interpretations of both oral and written language material in any language as needed and available related to Title III. |  |  |  |  |  |
| 3.Serve as a liaison between district staff and EL parents to establish effective and productive communication in all areas that lead to student success |  |  |  |  |  |
| 4.Develop and maintain family, District, and community relationships and partnerships. |  |  |  |  |  |
| 5.Develop and provide resources, information, and support for culturally and linguistically diverse families in accessing school programming, engaging with technology, and connecting with community resources based on need. |  |  |  |  |  |
| 6.Compile, maintain, and file all reports, records, and other legally required confidential documentation. |  |  |  |  |  |
| 7.Coordinate, facilitate, and advocate for parental involvement of local workshops, conferences, and advisory meetings. |  |  |  |  |  |
| 8.Develop, plan, organize, facilitate and/or implement curriculum for local EL parent education workshops, classes, and opportunities on a variety of topics including but not limited to Illinois Learning Standards, parenting skills, nutrition, child development, and job skills. |  |  |  |  |  |
| 9.Actively seek opportunities to enlist presenters for parent classes and events. |  |  |  |  |  |
| 10.Collaborate with district level staff regarding families, EL parent needs, referral system, and social service resources |  |  |  |  |  |
| 11. Assist in planning a referral system for families/EL parents regarding available community services and social services. This includes making and following up on referrals, assisting families in coordinating with medical/health providers, and coordinating distribution or resources (clothing, food, school supplies, etc.) for the purpose of supporting and helping migrant families. |  |  |  |  |  |
| 12.Organize activities to familiarize EL parents with after-school activities and supplemental services that extend learning opportunities for students. |  |  |  |  |  |
| 13.Assist in developing and identifying strategies for providing ongoing support to families of identified students in need of specialized services or additional assistance. |  |  |  |  |  |
| 14. Collaboratively assist the Bilingual Parent Advisory Committee (BPAC) and participate in their meetings. |  |  |  |  |  |
| 15. Meet with parents at school or through home visits as needed to explain school programs and reinforce the positive school environment with parents. |  |  |  |  |  |

**Additional comments as needed:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(The employee’s signature on this form does not necessarily mean that he/she agrees with this evaluation. The employee may submit a written statement about this evaluation to the Assistant Superintendent for Human Resources within ten (10) days of receiving this evaluation.) The written response will be attached to the evaluation form prior to placing it in the employee’s personnel file.