



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Bilingual Parent Specialist
Payroll/Personnel Type:	10 Month
Reports to:	Supervisor
Shift Length:	6.5 Hours a Day
Union Eligibility:	Eligible

Position Summary:

Perform duties required to determine parental and student needs and arrange for parental meetings with appropriate staff or community members to address those needs.

Essential Functions:

- Conduct a needs assessment to match parents' needs with resources
- Coordinate meetings between parents and qualified interpreters to facilitate written and verbal communication
- Contact staff so that fliers, letters and visual aids can be translated and deliver to students so parents can be kept informed of school events, etc.
- Meet with staff and community members to plan and organize presentations
- Arrange for location, translators, refreshments and childcare for the meeting
- Assist in testing students in all grade levels for English proficiency
- Grade LAS and Pre-LAS tests and record scores in student file
- Organize testing time and location with teachers
- Ensure a good testing environment and proper resources during LAS testing
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to effectively analyze factors concerning risk, liability, safety and occupational hazards
- Must demonstrate effective identification and problem solving skills
- Excellent written and verbal communications skills
- Excellent experience and skills in the use PC and Microsoft Office, Word, Excel, and Outlook
- Ability to establish and maintain effective working relationships with employees, other agencies/organizations and the public
- Must project professionalism coupled with strong leadership qualities

Experience:

- Minimum of one year job related experience

Education:

- Associate degree or a minimum of two years of college from a Missouri Department of Elementary and Secondary Education recognized accredited college, university or community college

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree



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Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date Immediate Supervisor Date

Human Resources Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.