



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

Position Title:	Bilingual Parent Specialist
Payroll/Personnel Type:	10 Month
Job #:	7033
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

