



JOB TITLE	DEPARTMENT	REPORTS TO
Bilingual Parent Educator – Grant Funded	Office of Teaching and Learning	Coordinator of ELL and Translation Services

Position No: 61022	Length of Work Year: 11 months
Salary Schedule: IN11	Date Approved: 5/29/2024
FSLA: Non-exempt	Date Revised:

JOB GOAL
To increase parental engagement of non-English speaking families by providing training, support, and resources to increase student engagement and achievement results.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Bachelor’s degree or higher. 2. Hold a valid Florida Educator certification in any subject area. 3. Ability to perform the functions of the position. 4. Ability to communicate with parents and teachers. 5. Ability to speak, read, and write fluently in Spanish. 6. Three years of successful teaching or school counselling experience.
MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. To communicate with parents through multiple methods, regarding programs and services available to meet the educational and social needs of students. 2. To serve as liaison for school-based staff, district staff, and community agencies to assist families in linkage to appropriate services. 3. Collaborates across departments to meet the needs of ELL families. 4. To promote family/parent involvement by providing scheduled parent meetings and workshops in home language. 5. To assist in determining the need for services for each family and provide parents with 6. referrals to appropriate school, community, health and social service agencies as necessary. 7. To maintain accurate and up-to-date records of all students being served. 8. To participate in staff development parent involvement activities. 9. Translates written materials between the native language and English, including correspondence, forms, newsletters, flyers, etc. 10. To perform assigned tasks in a timely and efficient manner. 11. To perform assigned tasks with a high standard of quality. 12. To perform other duties as assigned by the Supervisor.
PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.