



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Life Skills Parent Educator – Grant Funded	Office of Teaching and Learning	Executive Director of Teaching, Learning, and Leading

<b>Position No:</b> 61022	<b>Length of Work Year:</b> 11 Months
<b>Salary Schedule:</b> IN11	<b>Date Approved:</b> 8/14/18
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 10/21/21; 6/28/22

<b>JOB GOAL</b>
To increase parental and public awareness of life management skills and character education taught to students. To provide training, support, and resources to students and their families about methods to increase student engagement and achievement results.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. Bachelor’s degree or higher.</li> <li>2. Hold a valid Florida Educator certification in any subject area.</li> <li>3. Ability to perform the functions of the position.</li> <li>4. Ability to communicate with parents and teachers</li> <li>5. Ability to perform the functions of the position.</li> </ol>

<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. To communicate with parents through multiple methods, regarding programs and services available to meet the educational, social, and mental health needs of students.</li> <li>2. To serve as liaison for school based staff, district staff, and community agencies to assist families in linkage to appropriate services.</li> <li>3. To work closely with school personnel, parents, and students of high needs schools demonstrating multiple early warning signs regarding academic, social, mental health support services and resources.</li> <li>4. To promote family/parent involvement by providing scheduled parent meetings and workshops on various topics involving life skills and health standards.</li> <li>5. To assist in determining the need for services for each family and provide parents with referrals to appropriate school, community, health and social service agencies as necessary.</li> <li>6. To maintain accurate and up-to-date records on all students being served.</li> <li>7. To provide diagnostic and evaluative testing of students served.</li> <li>8. To participate in staff development parent involvement activities.</li> <li>9. To perform assigned tasks in a timely and efficient manner.</li> <li>10. To perform assigned tasks with a high standard of quality.</li> <li>11. To perform other duties as assigned by the Supervisor.</li> </ol>

<b>PHYSICAL DEMAND CLASS:</b>
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.