



**Job Title:** Bilingual Parent Involvement Facilitator

**Department:** School Operations

**Reports to:** Principal

**Compensation:** IS-03 or IS-06 depending on highly qualified criteria

**Number of Days:** Varies

**Overtime Status:** Non-Exempt

**Last Revised Date:** July 19, 2010

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

**Position Summary:** Parent Involvement Facilitator will serve as a liaison between the home and the school in order to encourage high levels of student achievement and to promote increased parental involvement in the school

**Minimum Qualifications:**

**Education:**

- High school diploma and be “highly qualified” as defined in the No Child Left Behind Act of 2001

- Prefer at least two years college training in education or a related field
- Bilingual in Spanish

**Experience:**

- Prefer that candidate has had some experience working in the school setting

**Specific Training/Skills:**

- Ability to follow detailed instructions and complete tasks efficiently
- Possess knowledge of office equipment such as copiers, computers and fax machines
- Possess good organizational skills
- Ability to perform various tasks and work with parents, administrators, teachers, other staff and other members of the community
- Ability to work under pressure and be flexible
- Ability to be responsive to school personnel, parents, and other representatives of the community
- Communicate effectively with parents and the community
- Familiarity with college admissions and financial aid procedures

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assist mentors and tutors in providing students services that involve parental input
- Assist with planning and implementation of community events that include parents
- Serve as a connection between the home and the school
- Develop a calendar of activities for parents
- Facilitate and implement parent involvement programs
- Document and keep records of all parent involvement activities
- Plan and facilitate parent workshops
- Inform parents on a regular basis of school/student related activities
- Assist with data collection and project evaluation
- Attend workshops and other functions related to parent involvement activities
- Share all important school-related issues with parents
- Assist the school with securing important school documents from parents
- Encourage parents to become more involved in school activities by:
  - Joining the school's PTA
  - Serving on school planning committees
  - Arranging for refreshments for parent activities
  - Soliciting parent volunteers for school related activities
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Supervisory Responsibilities:**

- This role does not directly supervise any individuals

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of moderate physical activity

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*