

Pender County Schools
PRESCHOOL PROGRAM

POSITION: Bilingual (ESL) Family Resource Specialist (non-exempt/classified)

REPORTS TO: Director of Preschool

TERM OF EMPLOYMENT: 10 Months (temporary basis) (TIME CERTAIN) (PENDING ON FUNDING)

SALARY SCHEDULE: State Salary Schedule

EDUCATION REQUIRED: Associates Degree (or equivalent)

POSITION SUMMARY: The bilingual Family Resource Specialist position assumes responsibility of working Closely with Education Staff on all parent involvement requirements and family goal setting. This position Is responsible for all translation of Spanish to English in written form and verbally. This position will be assisting with all Parent Committee Meetings, registration and recruitment, family involvement activities, dental mobile unit and connecting families to necessary resources. 50% of work time will be in the classroom assisting the teachers and building relationships with children and families.

QUALIFICATIONS:

- ❖ Ability to speak, read and write clearly and concisely in English and Spanish (the specified second language of the children/families being served)
- ❖ Ability to translate, both orally and in writing, a variety of materials from English to Spanish
- ❖ Strong computer skills, including word processing, data input, translation software, e-mail, and spreadsheets
- ❖ Outstanding interpersonal skills (communication, problem solving, conflict management, collaboration) to collaborate with schools, agencies, and local agricultural employers to recruit and serve eligible children
- ❖ Valid NC driver's license and current auto insurance with minimum liability coverage
- ❖ Must be willing to attain a CDL license
- ❖ Ability to work independently, take direction, and demonstrate flexibility in work assignments
- ❖ Ability to work a flexible schedule, including evenings, and weekends
- ❖ Excellent organizational skills to maximize time and efforts in identifying and serving English as a Second Language (ESL) children
- ❖ Attend Pre-Service and all In-Service trainings
- ❖ Assist with enrollments of non-native English speakers at schools

FAMILY LIASON:

- ❖ Collaborate and maintaining proper scheduling, for LEP services, parent communication, and academic support for ESL children
- ❖ Provide written and oral translations as requested
- ❖ Assist parents by providing information on supplementary programs provided by the school district and by the Mirant Education Program
- ❖ Travel throughout the assigned area in order to fulfill job duties. Use a county vehicle for travel when possible. Create service schedules that minimize mileage expense as much as possible
- ❖ Recruitment and home visits shall require traveling into rural areas
- ❖ Act as a liaison between families and classroom staff
- ❖ Lifting a minimum of 50 pounds
- ❖ Overnight travel to away conferences/workshops

MAJOR DUTIES:

- ❖ Maintain standards of confidentiality regarding children, their families, and fellow staff members
- ❖ Maintain a professional attitude
- ❖ Assist on a daily basis with classroom operations (hands-on with children and teachers) and home visits
- ❖ Assist staff and families with Family Partnerships Plans and goals

- ❖ Foster and develop good communication and relationships between the program and local agencies within the community
- ❖ Assist the Early Intervention Specialist with translation for mental health and Exceptional Child services
- ❖ Gather and offer information to ensure the proper transition of children to public school. Support parents and utilize resources when needed
- ❖ Assist with preschool recruitment, registration and screenings as requested
- ❖ Orient parents to preschool, Head Start Performance Standards, Child Care requirements and the overall operation of the center
- ❖ Assist with planning and attending all family events and Parent Committee Meetings
- ❖ Assist in training and technical assistance for staff and parents of all children
- ❖ Transport children and families to appointments as needed
- ❖ Ensure information is translated into Spanish, as necessary, for families and serve as a resource for staff
- ❖ Performs other job related duties as required or assigned