

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PARENT EDUCATION NAVIGATOR

SALARY SCHEDULE: INSTRUCTIONAL – 12 MONTH

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) Master’s Degree from an accredited educational institution in Guidance, Counseling, Social Work, Public Health, or Education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of barriers to successful post-secondary entrance and complete for adult/parent learners. Knowledge of local post-secondary opportunities including GED, college, and/or vocational training. Knowledge of community organizations that can provide supportive services to adult/parent learners and their children. Knowledge of post-secondary processes, including federal financial aid, scholarships, applications, etc. Ability to communicate effectively with parents and community partners. Experience in adult/parent case management.

REPORTS TO:

Principal or designee

JOB GOAL

To provide life and parenting skills to create pathways for career sustainability, economic security, and family stability. This role connects parents/caregivers to educational and career opportunities that promote lifelong success and increase outcomes for the whole family.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Parent outreach to target Title 1 elementary schools.
- * (2) Screen candidates to assess readiness for the 2Gen Program.
- * (3) Connect parents to post-secondary programs including but not limited to classes at AVE, STC, SCF, USF, MTC, Galen, Kaiser, etc.
- * (4) Assist parents to understand, navigate, and submit information for available financial aid resources including FAFSA (PELL Grants), WIOA, and other funds.
- * (5) Provide career counseling.
- * (6) Connect parents to community agencies to maximize educational successes.
- * (7) Connect parents to high quality jobs with sustainable, livable wages.
- * (8) Provide case management throughout program and maintain case management notes for 2Gen parents.
- * (9) Continue case management and support for 2Gen parents for up to a year after program completion.
- * (10) Work with employers and schools to develop strategies to connect parents to quality jobs with career laddering and/or continuing education opportunities.
- * (11) Work with parents to complete appropriate scholarships as appropriate to help foster success.
- * (12) Monthly case management meetings with service agencies to ensure proper family support.
- * (13) Coordinate 2Gen graduation ceremonies as well as other recognition events of parents.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.

PARENT EDUCATION NAVIGATOR (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03

*Essential Performance Responsibilities