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## BOARD AGENDA ITEM

Information/Discussion \_\_\_\_\_

Future Action \_\_\_\_\_

Action \_\_\_ x \_\_\_

Item: Bilingual Parent Educator Support for Bright Beginnings

Submitted by: Karen Lezan

Date: \_\_\_ 10/6/223 \_\_\_\_\_

Recommended by: Ashley Karsten

Board Meeting Date: 10/16/23 \_\_\_\_\_

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### RECOMMENDATION:

It is recommended that the Kent ISD Board approves the creation of a new position created and funded by the Kent County, First Steps Kent Ready by Five millage.

### BACKGROUND:

This new position will work .9 FTE as a Bilingual Parent Educator Support and will closely work with our existing Parent Educators who serve Spanish speaking families facilitating conversations, educational materials, family and developmental screenings, and supporting families with accessing resources. This position will adhere to the school districts Bright Beginnings serves in the county. This additional support will promote equity and inclusion ensuring Hispanic families are receiving services in their primary language, will facilitate family connections with the resources available in their community, and will enhance the services our Bright Beginnings team provides among the Spanish speaking population. This position would start January 1, 2024.

## POSITION DESCRIPTION

**Title:** Spanish Bilingual Parent Support

**Classification:** Non-Union Hourly

**Reports to and**

**Evaluated by:** Supervisor- Bright Beginnings Early Childhood Program

**Terms of Employment:** 180 days

**Positions Supervised:** None

### **BROAD STATEMENT OF RESPONSIBILITIES:**

Provides parent/ guardian support to Spanish speaking families for the Bright Beginnings Early Childhood Program in conjunction with the implementation of the Parents as Teachers program within the Kent Intermediate Superintendents Association (KISA) regions to .

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Partners with existing Parent Educators as a Spanish interpreter for Parents as Teachers (PAT) information with families and or to translate written information requested by families or Bright Beginnings staff.
2. Assists non-Spanish speaking Parent Educators during milestone tracking, screenings and/or assessments and/or performs individual screenings on child or parent that may be requested by staff.
3. Provides phone interpretation for non-Spanish speaking Parent Educators to coordinate services for scheduling home visits, parent check-ins, or other needs shared by staff.
4. Supports Spanish speaking families by helping them apply for services, connect with resources, and or complete information including but not limited to reading mail, making appointments, applying for school enrollment, MiBridges, job applications, insurance, SSI, etc.

- 5 . Interprets and provides PAT supported information to parents/ guardians at playgroups and events with extended services after the event upon parent request.
6. Maintains all reports including daily log of activities and the collection of information from participants for program needs assessments, evaluations, or outcomes tracking.
7. Attends and participates in monthly staff meetings as well as monthly reflective supervision.
8. Participates in the initial intensive training program for Parent Educators and all regular staff development and in-service trainings.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Bachelor's degree in Child Development, Education, Social Work, Family Studies or related field preferred.
2. Three (3) years of successful experience in education, parent involvement or early childhood development programs preferred.
3. Skills in building meaningful, constructive relationships with families required and must be an individual with an interest in and experience with young children and their development.
4. Bilingual English-Spanish is required.
5. Strong communication skills with bilingual families and cultural responsiveness.
6. Ability to effectively use Microsoft Office, Word and Excel, Outlook, and Google Drive.
7. Demonstrate ability to effectively communicate verbally and in writing and to work cooperatively with local school district and community agency staff.
8. Must be a self-directed, non-judgmental individual with a professional manner.
9. Complete accurate and timely data entry and collection details into complex data management system.
10. Requires extensive travel with your vehicle, visitation in private homes, some evenings and ability to work flexible hours.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.