

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

Local Parent Coordinator

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent;
- (2) A minimum of three (3) years of experience with community-based behavioral health;
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to articulate the experience and perspective of a parent/caregiver or relative of a child with complex needs involving mental health services. Ability to use effective communication skills including problem solving, conflict resolution, mediation, and oral and written communication. Ability to collect, analyze and interpret data. Technology skills appropriate for modern office operating such as word-processing, telecommunications use, spreadsheet data collection, and information management. Knowledge of social marketing and public speaking experience or training. Strong commitment to child and family centered services. Knowledge of community-based behavioral health and wrap-around services and the ability to locate appropriate providers, organize and facilitate the activities, implement the training, and evaluate the effectiveness and carry over. Ability to advise site based administration and staff in the implementation of special programs. Ability to travel to schools throughout the district.

REPORTS TO:

Principal or designee

JOB GOAL

To implement and coordinate outreach efforts including training, mentoring and engaging youth with SED in service design and delivery, policy development and system evaluation.

SUPERVISES:

Personnel as Assigned

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- *(1) Utilize personal and professional life experience to provide peer support to parents and caregivers served by the program.
- *(2) Provide information/education to families on systems of care principles.
- *(3) Collect information from parents, administrators and teachers through interviews and consultations as it relates to engaging them in in planning and service delivery.
- *(4) Participate as a member of school based educational and behavioral planning teams.

Classroom Management

- *(5) Model effective behavioral and management techniques.
- *(6) Assist with the management of student behavior schoolwide.
- *(7) Establish and maintain a positive, organized and safe environment for students.
- *(8) Use time effectively.

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Assessment/Evaluation

- *(9) Participate in service improvement, evaluation and development efforts.
- *(10) Engage with families to identify strengths, natural supports and resources of the family through a 'strength chat' approach.
- *(11) Participate in program evaluation as needed.
- *(12) Maintain accurate daily records and data collection to document students' progress, including requirements for Medicaid, grants, and individual care plans.

Intervention/Direct Services

- *(13) Participate in providing a variety of support services for parents/caregivers.
- *(14) Recruit and coordinate youth volunteers.
- *(15) Coordinate family involvement in System of Care project.
- *(16) Provide support for SED youth served through mentor coordination.
- *(17) Participate in the development of youth activities during the school year, weekends and summer.
- *(18) Utilize knowledge of behavioral principles to develop and assist in the implementation of specific behavioral management plans for individual students, classrooms and the school.
- *(19) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- *(20) Initiate referrals to other agencies as needed.

Technology

- *(21) Use technology resources effectively.
- *(22) Use technology to communicate effectively with students, parents, community and agencies.
- *(23) Use technology for administrative tasks.

Collaboration

- *(24) Serve as a bridge to help family and providers understand each other's perspective and information.
- *(25) Provide caregivers perspective in agency service support structures.
- *(26) Participate in System of Care community development group to assess community needs and promote a comprehensive community-wide service delivery system.
- *(27) Provide community outreach/training on the principles of Systems of Care, local process and the involvement of youth in their individual care plan.
- *(28) Communicate with parents, teachers and others through written reports, oral presentations and social media.
- *(29) Provide consultation on an ongoing basis to teachers, parents and other school personnel to resolve students' behavioral problems and increase the level of service required to meet the needs of the student.
- *(30) Collaborate with parents and teachers to reinforce positive behavior.
- *(31) Act as a liaison with public and private agents who work with students, *e.g.*, doctors and counselors, community agencies, as needed.
- *(32) Communicate effectively, orally and in writing, with other professionals, students, parents and community.
- *(33) Provide families, employees, and other professionals with consultation and instruction in Behavioral Intervention techniques to carry over into daily activities. This may include, home visits, regularly scheduled meetings, mentoring and collaborative meetings.

Staff Development

- *(34) Model effective coping techniques for parents and caregivers.

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- *(35) Provide consultation and training to staff regarding a parent’s perspective and lessons learned from life experience.
- *(36) Provide training and assistance in intervention techniques and strategies designed to improve student success both in and out of school.
- *(37) Attend training relevant to position.

Professional Responsibilities

- *(38) Act in a professional and ethical manner.
- *(39) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- *(40) Keep updated on student/school legal issues and follow established procedures.
- *(41) Mentor students.
- *(42) Perform and fulfill professional responsibilities.
- *(43) Maintain confidentiality of all student records.
- *(44) Complete and submit deliverables to the Southeast Florida Behavioral Health Network.
- *(45) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(46) Ensure adherence to good safety standards.

Student Growth and Achievement

- *(47) Ensure that all activities are continuous and appropriate for age group, subject area, and/or student program classification.
- *(48) Establish and maintain a positive collaborative relationship with the students’ families to increase meet the goals of the individual care plan.
- (49) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

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.

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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. This is a grant funded position through the Southeast Florida Behavioral Health Network and is subject to funding.

EVALUATION:

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

Board Approved: 09/07/2023