



Job Announcement – Parent Coordinator

General Summary:

Under the direct supervision of the Child Development Manager, the Parent Coordinator will be responsible for interfacing and giving support to the parents and/or guardians of the children from our State Preschool and Child Care programs.

Essential Functions:

Within a teamwork environment, the essential functions of this entry-level position include the following responsibilities:

- Maintain current knowledge of Title 22 licensing requirements, Title 5 Regulations and Funding Terms and Conditions for California Department of Education Center Based, State Preschool and CACFP Nutrition programs.
- Develop and implement a service-training plan and education program for assisting families.
- Develop and implement training and provide technical assistance to parents.
- Provide individualized resources to families and maintain listing of community resources current.
- Randomly review children files for all preschool sites to ensure proper documentation is on file.
- Conduct training for participants and center-based staff as well as coordinate speakers for trainings.
- Review and provide feedback on lesson plans and emergency preparedness drills.
- Assist with center based observations, establishing eligibility for CACFP and conduct site monitoring, as needed by the department.
- Develop and submit a monthly calendar of events of community outreach activities and resources.
- Monitor records and/or concerns about late arrival and late pickups at the sites.
- Collaborate with the Child Development Manager to conduct case conferences and assist with conflict resolution between parent/guardians and teaching staff.
- Assist the Site Supervisors with coordinating special events at the center, including but not limited to parent meetings, children vision screening, recruiting parent volunteers and track parent participation.
- Actively participate in the recruitment and enrollment of children for the Child Development programs and serve as a social media liaison for the department.
- Coordinate outside agency volunteers and assigning volunteers when needed.
- Speak to community groups and develop partnerships with other organizations.
- Conduct annual parent evaluations, compile statistical data and submit required reports timely.
- Provide questionnaires, advocacy education and community resources to parents at each of our preschool center locations.
- Substitute at preschool sites when needed to ensure proper teacher to child ratios are met.
- Coordinate meetings and participate in the Parent Advisory Committee.
- Perform other job related duties as requested.

Job Requirements:

- Bachelor degree in Child Development, Social Service or related field; or an Associate degree with two (2) years of experience working with Parent Education programs.
- Must have the ability to supervise the children's environment and have the ability to respond to practices or situations that endanger the health or safety of the children.

- Current Child Development Teacher or Site Supervisor Permit, preferred.
- Ability to read, write and speak fluently in Spanish and English.
- Must have proficient computer skills using Microsoft Office and the internet.
- Must provide proof of current immunizations (TB clearance, MMR, TDAP, and Influenza).
- Criminal Record Background Check Clearance is required prior to employment.
- Must complete and pass a health screening or provide proof of prior health screen within the past 12 months that contains all required information.
- First Aid/CPR Certification and mandated reporter training is required within the first 60 days of employment.
- Must possess own transportation, have a valid California Driver's License and provide proof of current automobile insurance.

Salary Range:

There are three steps in this salary range from \$15.00/hour-\$19.98/hour. The initial salary starts at Step 1.

Benefits Package:

We offer an excellent benefit package, which includes 100% employer paid Medical Insurance, Dental Insurance, Employee Assistance Program, Basic Life Insurance and AD&D. We also offer a selection of benefits you may choose including Vision, Voluntary Life, Short-Term Disability, and Long-Term Disability. We have a generous PTO program, 10 Paid Holidays and a 401 (k) plan with Safe Harbor Match.

Physical Demands:

The following physical demands must be met to perform the essential functions of this job:

- Intermittent or sometimes continuous sitting, walking, standing, bending, squatting, climbing, kneeling and twisting.
- Daily typing and use of computer for a minimum of four to eight hours per day.
- Must be able to grasp, push, pull objects such as files, file cabinet drawers and reach overhead.
- Activities often also require considerable use of arms and legs, such as in the physical handling of materials; including lifting of objects weighing up to 25 pounds.
- Abilities required by the job include near and distance vision, talking and hearing.

Application Information:

International Institute of Los Angeles (IILA) is an equal opportunity employer. All applicants are required to complete an IILA employment application found on our web site at www.iilosangeles.org

Send resume and application to:

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