



Parent Institute for Quality Education Job Description

Job Title:	Associate Director
Incumbent:	(Bilingual Spanish/ English.)
Department:	
Reports To:	
FLSA Status:	Covina Regional Office
Prepared by:	Executive Director
Prepared date:	Non-Exempt
Approved by:	
Approved Date:	

General Summary or Position Purpose:

Parent Institute for Quality Education (PIQE) is seeking an experienced, mission-driven applicant with a passion to achieve economic and social equity for all through education for the position of Associate Director in the Covina regional office. Reporting to the Executive Director, the Associate Director will be responsible in supporting the operations of the Covina regional office, implementing programming, and helping achieve office objectives and goals. The position is an integral part of the organizations overall strategic endeavors and will work with the Executive Director to enhance and expand PIQE's mission and supports for families.

Essential Duties & Responsibilities: (Other duties may be assigned at the discretion of the Supervisor.)

- Support the Executive Director (ED) in the implementation of programming and organizational policies
- Serve as the direct liaison between school staff and the organization, communicating regularly and consistently
- Meet with principals and other school personnel to determine date, time, space and other logistical details to ensure a successful PIQE program at school site
- Coach, train, and supervise recruiters, coordinators, and facilitators throughout the year including monitoring parent outreach, enrollment trends, attendance records, class observations, and graduation
- Assist Executive Director in maintaining accurate records of data including surveys results, attendance, training participating, etc.
- Assist the Executive Director in hosting weekly facilitator meetings and trainings as needed
- Assist Executive Director in the development, implementation, and evaluation of program delivery to ensure optimal school and family experience
- Collaborate with Executive Director in monitoring program quality assurance and attainment of quarterly and annual regional goals
- Support with community events, fairs, and presentations as needed throughout the region
- Establish and maintain relationships with school, district, and community stakeholders throughout the region to strategically support PIQE's Mission
- Support Executive Director with donor cultivation and stewardship
- Prepare and maintain appropriate payroll documentation for recruiters, coordinators, and facilitators
- Travel to school sites throughout San Gabriel Valley & Orange County.

Supervisory Responsibilities:

- The position will supervise recruiters, facilitators, and coordinators as necessary.

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities:

- Bachelor's degree in education, psychology, sociology, or related area
- Minimum three to five years experience training and facilitating groups of diverse ages including adult learners
- Experience working with diverse backgrounds; strong preference for experience working with low-income and historically marginalized communities
- Experience in teaching, supervising, program delivery preferred

- Strong written and oral communication skills
- Demonstrated ability to oversee and collaborate with staff
- High level of computer literacy: (e.g. Microsoft Office 365, Google Suite, database experience)
- Bilingual in English and Spanish strongly required

Education and/or Experience:

- This position requires a Bachelor's degree or greater in education, psychology, social sciences, or a related field.

Certificates, Licenses, Registrations :

A current California Driver's License and current automobile insurance coverage.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk to hear. The employee is occasionally required to lift up to 25 pounds. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

- While performing the duties of this job, the employee is occasionally exposed to wet and/or humid outside conditions. The noise level in the environment is moderate.

Note: "The statements herein are intended to describe the general nature and work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer."