

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Parent Involvement Coordinator
Pay Table:	Support
Pay Grade:	8
FLSA Status:	Non-Exempt
Job Code:	850
Reports to:	Head Start Director

JOB SUMMARY

Under the direction of the Head Start Director, the Parent Involvement Coordinator provides training that supports and enhances the parental role as the principal influence in a child's education and development. The incumbent also provides opportunities for parents to volunteer in the Head Start program and in the community and to assist with the developing of a parent's planning and decision-making skills.

ESSENTIAL JOB FUNCTIONS

- Oversees parent education for all parents in program in areas such as parenting skills, ways to foster learning in the home, personal development, child development, nutrition, and health (including mental health and dental care).
- Recruits parents as volunteers in the classroom, for Head Start Policy Council, and other community boards.
- Provides opportunities for parents to participate in decision-making, activity planning, and program planning and operations.
- Maintains a list of parent volunteers and of in-kind services rendered to Head Start by parents.
- Informs parents of upcoming meetings, activities, and workshops through the publication of the monthly Head Start newsletter and other reminders.
- Informs parents of educational opportunities that foster self-enrichment and may lead to employment.
- Acts as a liaison between parent groups and staff by attending parent meetings at different locations.
- Maintains financial records and funds for all class fundraising activities.

MINIMUM REQUIREMENTS

- High School education or equivalent education and/or experience.
- Two (2) years of experience related to the above tasks, knowledge, skills, and abilities or an equivalent combination of education and experience.

- Driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

- Interpersonal, communication, and listening skills.
- Organizational ability.
- Knowledge and understanding of low-income families.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.