

## **Birmingham Community Charter High School Parent Resource Liaison**

Title: Parent Resource Liaison  
FLSA Status: Non-Exempt  
Reports to: Site Administrator  
Supervises: N/A

### **DEFINITION:**

Under the supervision of a site administrator, the Parent Resource Liaison assists, as directed, in coordinating the scheduling and organizing of activities to support and maintain a program for parents of BCCHS that provides various resources, services and information through workshops, meetings, training classes, bulletins and newsletters; provides translation services when needed; maintains accurate and comprehensive records of meetings, meeting materials, and supported activities.

### **ESSENTIAL FUNCTIONS:**

- Provide/perform during the school day up-to-date, accurate translation of a variety of formal and informal school documents designed to inform parents of new and ongoing services and resources (for example: letters, bulletins, announcements, calendars, notices, webpage information, articles, flyers, newsletters, community resources communication, special education, curricular, technology ,food services communication, etc.) as required by administrators and other school personnel and the Charter Board.
- Organize resources for, coordinate the setup of, and schedule parent education classes and workshops, the parent institute class for parents, and various ESL classes for adults
- Provide interpreting services in English and Spanish for parents, teachers, and administrators during parent/teacher conferences, school and charter meetings, report card conferences, parent workshops, evening events at schools, and any other type of activity where communication is required in the Spanish/English language by school personnel, Administration and Board of Education.
- Assist in preparing and organizing school activities such as parent conferences, open houses, back to school night, recognition activities, health insurance enrollment events, and community meetings
- Answer telephones, type memos, and create forms, flyers and brochures
- Create the parent newsletter by including new, timely, relevant current topics and by presenting in eye-catching ways old topics that need to be repeated
- Ensure availability of inventory of forms, office supplies and equipment through timely requisition
- Maintain accurate records and files from various parent resource activities to ensure school accountability for the program
- Assist with PTSA meetings including presenting monthly report of parent center activities
- Serve as membership chair for PTSA
- Communicate regularly with the site administrators, keeping them informed regarding community concerns/issues
- Promote, organize, support and encourage parent participation/community partnerships and activities that promote student achievement and are linked to instructional goals

- Participate in professional development activities that will enhance communication between parents/community and teachers and other staff
- Present parent education workshops as part of a trainer of trainer model
- Organize/facilitate parent meetings and parent education workshop i.e., reserve room(s), speakers, refreshments, conduct outreach activities such as phone calls, disseminate flyers, etc.
- Organize child care providers (personnel, space, supplies and equipment.)
- Attend meetings such as categorical advisory councils, health start, community forums and disseminate information to the principal and appropriate stakeholder groups
- Perform related duties as assigned

**KNOWLEDGE OF:**

- Charter School academic and parent assistance programs
- Pertinent issues affecting local schools
- Basic training methods and techniques
- Office practices and procedures
- Operation of various office machines
- Microsoft Windows, Word, Excel and PowerPoint
- Basic English composition and arithmetic
- Web browsing techniques

**ABILITY TO:**

- Understand, interpret, and apply pertinent rules, regulations and procedures
- Organize files and keep accurate records for school accountability of program activities
- Work effectively with parents, employees, students, and the public
- Address large groups of students, parents, community members, and administrators
- Attend a number of evening and/or weekend events scheduled for the program's target parent population
- Operate and use assigned computer and software programs
- Communicate effectively orally and in writing (bilingually if necessary)

**EDUCATION:**

Graduation from high school or evidence of equivalent educational proficiency

**EXPERIENCE:**

160 hours of paid experience or verifiable volunteer experience in a parent or community center of a public school or other parent/community involvement program.

**OTHER QUALIFICATIONS:**

- A valid California Driver License and use of an automobile may be required for this position.
- Incumbent must be willing to work irregular hours.
- Must apply for and meet standards to qualify for the bilingual stipend.
- Ability to speak, read, write, translate and interpret, in a language other than English (bilingual Spanish/English) is required for at least one position in this job class.

**PHYSICAL DEMANDS:**

- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run, and crawl
- Perform light physical exertion
- Lift and carry 25 pounds
- Reach in all directions
- Stand, sit and walk for extended periods of time
- Work at a desk, conference table or in meetings of various configurations
- Read, interpret, and apply rules, regulations, policies and procedures

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

**Right to Revise:**

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of 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 without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

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Employee Signature

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Date