POSITION: Parent Liaison – Grant Funded

REPORTS TO: School Administrator

LOCATION: Various Locations

NATURE OF WORK:
This person will work with school principal and Title I resource teacher to develop and implement a parent involvement program to engage parents in the academic work of schooling, provide parent education opportunities, as well as opportunities for parent volunteering.

ESSENTIAL FUNCTIONS:
 Communicates with families about involvement opportunities, academic opportunities, and school-family partnerships;
 Maintains all required documentation for parental involvement Title I compliance;
 Schedule, organize and conduct monthly educational training sessions for parents;
 Provides opportunities to support parenting skills and developmental activities in the home to promote school success;
 Encourages families to support academic achievement by reading with children, helping them with their homework, and engaging them in educational activities;
 Builds a parent and community volunteer group to increase student and school success;
 Addresses site-based family needs, including attendance;
 Conducts home visits to increase family involvement in the school;
 Provides opportunities for parents and community members to collaborate on educational decisions that affect children, families, and school improvement;
 Utilizes technology to perform tasks;
 Maintains integrity and confidentiality;
 Reports to work daily and on time;
 Projects a positive image of the school to the school community and the public; and
 Performs other duties as assigned.

DUTIES AND RESPONSIBILITIES:
 Schedule parenting events and support meetings;
 Develop and maintain a volunteer database;
 Plan parent education and home support activities; and
 Assist with conducting a parent satisfaction survey.

QUALIFICATIONS:
 Graduation from high school (or GED) required; advanced degree preferred;
 Basic working knowledge of office technology, including office equipment and software;
 Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
 Ability to be versatile in job responsibilities;
 Ability to work under a minimum amount of supervision;
 Ability to project a positive image to the public; and
 The Parent Involvement Liaison does not have to meet ‘highly qualified’ requirements as established by the No Child Left Behind Act (NCLB).
TERM OF EMPLOYMENT:
Full-time ten-month position. The availability of this position each year is dependent upon grant funding.

SALARY GRADE RANGE:
The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven hour employees – Range 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP