

Classified Personnel Job Description

POSITION TITLE: District Parent Involvement Coordinator

QUALIFICATIONS: *Shall* have a valid driver's license and proper insurance.
Shall have a working knowledge of computers.
Shall communicate effectively both orally and in writing.
Shall possess good problem-solving skills and ability to deal with administrative
Shall have some knowledge of fiscal management.
Shall be experienced in planning meetings, programs and other group functions
Shall be experienced in dealing with government and community service agencies
Shall be able to work effectively with client population and people in the community
Shall possess a Bachelor's Degree in the helping profession.
Master's Degree preferred
3-5 years of related experience is preferred

PHYSICAL REQUIREMENTS:

Shall have the ability to lift, stoop, push, pull, climb, drive, any and all body movements as related to the job description.

RESPONSIBLE TO: Director of Staff and Student Services

GENERAL DUTIES: *Shall* determine appropriate action within clearly defined guidelines.
Shall adhere to time schedules as set forth.
Shall have a willingness to cooperate with the principal and staff.
Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: *Shall* provide liaison services between the student and the parents or between the school and the community.
Shall coordinate assigned activities to resolve student issues or develop community programs.
Shall promote the establishment of positive working relationships with various community agencies and coordinate the development of referrals and when feasible service agreements with these resources.
Shall evaluate and monitor all program components.
Shall assure compliance with all state reporting requirements and evaluation systems.
Shall develop and participate in outreach strategies for the delivery of services.
Shall collaborate with the District Title 1 Director.
Shall maintain current knowledge of program rules, regulations, requirements and restrictions.
Shall assume responsibility for the planning, developing, implementing and evaluation of programs and services to meet the needs of students.
Shall perform any other duties as assigned by the supervisor.

DAYS OF EMPLOYMENT: 240 days (1 hour per day)

SALARY: Commensurate with Ashland Independent Schools Classified Salary Schedule.

Updated: 2/

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