School District Position Description

Position Title: Local School Parent Liaison
Department: Local School
Reports To: Principal

SUMMARY:
Assists local school with other student support, such as attendance and parent engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assists Local School with Parent Engagement Activities
- Assists Local School with Parent Communication
- Prepares materials for printing and distribution to parents and the community concerning parental involvement
- Maintains accurate files, reports, accounts, and documentation of parent involvement
- Assists with student attendance documentation, parent contacts, parent meetings, and truancy notifications.
- Assists Local School with assembling, hanging materials on bulletin boards and keeping displays current concerning parent involvement
- Operates standard school equipment, such as laminator, copier, audiovisual, etc.
- Works collaboratively as a liaison between the parent and the local school
- Works cooperatively with students, parents, and staff
- Able to maintain confidentiality
- Positive attitude
- Clean, neat appearance
- Punctual and able to work required hours

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:
High school diploma or general education degree (GED).

LANGUAGE SKILLS:
Ability to read and comprehend instructions, correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents, and other employees of the school system. Ability to communicate by telephone.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:
Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of district requirements and Board of Education policies. Basic computer skills.

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 regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to push items of 50 pounds to assist children or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is often loud at a standard acceptable level for this environment. The employee is exposed to infection at a greater risk than the average person. The employee is continuously responsible for the safety, well-being, and work output of students. The work environment is occasionally stressful.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.