

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

PARENT LIAISON GRANT-FUNDED

POSITION: Parent Liaison Grant-Funded

REPORTS TO: School Administrator

LOCATION: Various Locations

NATURE OF WORK:

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

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate via written or oral courteously and tactfully with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Provides opportunities to support parenting skills and developmental activities in the home to promote school success
- Conducts home visits to increase family involvement in the school
- Develops and maintains a volunteer database
- Assists with conducting a parent satisfaction survey
- Communicates with families about involvement opportunities, academic opportunities, and school-family partnerships
- Maintains all required documentation for parental involvement Title I compliance
- Schedules, organizes and conducts monthly parent educational training sessions, parenting events, and support meetings
- 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

- Provides opportunities for parents and community members to collaborate on educational decisions that affect children, families, and school improvement
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school diploma (or GED)
- Basic working knowledge of office technology, including office equipment and software

Preferred:

- Advanced college degree

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 18.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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