



Parent Involvement Coordinator

Purpose Statement

The job of Parent Involvement Coordinator is undertaken to support families, teachers, and community participants in their efforts to assist students in achieving educational excellence and to bridge the gap between home, school, and the community. This role involves coordinating and advocating for family involvement to help students learn and providing continuity for the school's parent involvement initiatives.

Supervisory Relationship

Reports to: Head Start Coordinator

Essential Functions

- **Advise Parent/Family Groups:** Provide support and learning opportunities for parents and families through various groups (e.g., Policy Council, PTO, support groups).
- **Assess Family Support Programs:** Evaluate family support programs and services (e.g., dental care mobile, outreach activities) to ensure compliance with mandated requirements and to provide recommendations.
- **Collaborate with Personnel/Agencies:** Work with internal and external personnel/agencies (e.g., administrators, public agencies, community members) to implement and maintain services and programs that foster participation and partnership for parents/families.
- **Coordinate and Supervise Volunteers:** Train and supervise volunteers, practicum students, and community partners participating in programs (e.g., care mobile program, nutrition program, guest readers) to achieve objectives and develop activity reports.
- **Direct Maintenance and Implementation:** Oversee the maintenance of services and implementation of new programs/processes (e.g., backpack program for food dissemination) within established timeframes and requirements.
- **Facilitate Meetings and Workshops:** Lead meetings, workshops, and seminars (e.g., regulatory requirements, inter-district needs, parent education events) to identify issues, develop recommendations, and support staff.
- **Identify Compliance Trends:** Monitor and address out-of-compliance issues by providing targeted training to ensure compliance with mandated requirements.
- **Monitor Budget:** Track budget allocations, expenditures, and related financial activities (e.g., grant for fresh food and vegetables) to ensure accuracy and adherence to fiscal practices.
- **Prepare Written Materials:** Document activities, provide written references, and convey information through reports, budgets, training materials, improvement plans, and grants.
- **Plan and Promote Events:** Organize school-wide events involving parent and community participation (e.g., open houses, parent information nights, school programs) to ensure high-quality services in compliance with guidelines.
- **Research Topics:** Stay informed about trends and changes through research on topics like grants and community service organizations.
- **Survey Parent Needs:** Conduct surveys to assess and provide necessary support for student/parent learning.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operating standard office equipment and using software applications.
- Planning and managing projects.
- Strong written and oral communication skills.
- Preparing and maintaining accurate records.

Knowledge

- Pertinent laws, codes, policies, and regulations.
- Personnel processes and standard business practices.
- Program planning and development.
- Principles of social work best practices.
- Adult learning styles and the change process.
- Basic math, including algebra and geometry.
- Reading technical information, composing documents, and facilitating group discussions.
- Analyzing situations to define issues and draw conclusions.

Abilities

- Schedule and coordinate multiple activities and meetings.
- Gather, collate, and classify data.
- Operate job-related equipment.
- Work with diverse individuals and groups.
- Establish and maintain constructive relationships.
- Adapt to changing work priorities and meet deadlines.
- Communicate effectively with culturally diverse populations.
- Maintain confidentiality and work flexible hours.

Responsibility

Work under limited supervision using standardized practices and methods. Direct other personnel within a small work unit. Monitor budget expenditures. Utilize resources from other work units as needed. There is some opportunity to impact the organization's services.

Work Environment

Physical demands include some lifting, carrying, pushing, pulling, and significant fine finger dexterity. Generally involves 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard-free environment.

Experience

Job-related experience with increasing levels of responsibility is required.

Education

Bachelor's degree in a job-related area.

Certificates and Licenses

Designated Subject Matter Endorsement.

Continuing Education/Training

Participate in ongoing training as required.

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade
PD