

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

COORDINATORS - EDUCATIONAL

1821 District Parent Coordinator

Page 1 of 5

REVISED

JOB TITLE: DISTRICT PARENT COORDINATOR

REPORTS TO: Director of Family & Community Engagement

SUPERVISES: Staff as assigned

NATURE AND SCOPE OF JOB:

The District Parent Coordinator promotes parent and community participation in district schools pursuant to the requirements of No Child Left Behind Programs, assists in the area of developing and maintaining home-school community relationships, year round, and coordinates activities with other parent coordinators in the district as to submit reports concerning such activities with parent activities.

QUALIFICATIONS:

The District Parent Coordinator shall:

1. Have at least a Bachelor's Degree from accredited college or university or high school diploma with five (5) years of experience in urban, community and Title I involvement.
2. Have a working knowledge of NJ legislation and code relating to school community relations.
3. Hold and maintain a valid driver's license with no serious violations.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. during the initial six

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

COORDINATORS - EDUCATIONAL

1821 District Parent Coordinator

Page 2 of 5

month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.

9. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
10. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.
11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The District Parent Coordinator shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions as negotiated.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB DESCRIPTION

_____ PATERSON BOARD OF EDUCATION

COORDINATORS - EDUCATIONAL

1821 District Parent Coordinator

Page 3 of 5

JOB FUNCTIONS AND RESPONSIBILITIES:

The District Parent Coordinator shall:

1. Assist in the dissemination of No Child Left Behind and other federal legislation and regulations.
2. Supervise Home School Liaisons.
3. Cooperatively support building administrators in establishing and implementing effective parent/community programs.
4. Provide technical assistance to parents in developing the skills needed to function effectively in a working relationship between home school and community all year.
5. Participate and become involved in Title I and other educational conferences on the local, state and national level.
6. Serve as a parent resource person to all professional personnel.
7. Disseminate information to schools, parents, students, and community on the local, state, and national level.
8. Coordinate district-wide parental activities all year.
9. Articulate needs of parents and devise parent training programs for parents/staff.
10. Involve other programs and agencies with the No Child Left Behind Program and other programs.
11. Serve as a parent liaison for parent involvement in organizations and public agencies.
12. Assist parents and school staff with implementing federal program policies and procedures.
13. Develop and assist parents and school staff in developing parent resource rooms in schools.
14. Articulate needs of parents and coordinate and provide training for parents/staff.
15. Coordinate schedule of activities and prepare calendar for distribution on a monthly basis in advance of activities.
16. Prepare an annual report on types of activities indicating number of parents participating in each activity.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

COORDINATORS - EDUCATIONAL

1821 District Parent Coordinator

Page 4 of 5

17. Attend evening and weekend meetings with functions in fulfilling duties of job description as required.
18. Use computers and/or electronic equipment to fulfill job functions.
19. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and effective work ethic.
20. Participate in appropriate in-service and workshop programs and attend any required meetings.
21. Display ethical behavior in working with students, parents, school personnel, and outside agencies associated with the school.
22. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
23. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and school regulations and procedures.
24. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

COORDINATORS - EDUCATIONAL

1821 District Parent Coordinator

Page 5 of 5

5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.


ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Assistant Superintendent for Community Services shall evaluate the District Parent Coordinator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description and such other criteria as shall be established by the Board of Education.



Approved

12-1-2013

Date