

**Oroville Elementary School District
Job Description**

JOB TITLE: PARENT COORDINATOR

SALARY LEVEL:	22	DIVISION:	Classified
DEPARTMENT:	School Site	LOCATION:	School Site
REPORTS TO:	Site Principal		
APPROVED BY:	Board of Trustees	DATE:	February 8, 1995
		REVISED	March 25, 1998
		REVISED	November 23, 1998
		REVISED	March 10, 1999
		REVISED	February 14, 2018

SUMMARY: The Parent Coordinator is responsible for activities related to the participation of parents in the school's programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Prepares the layout of the school newsletter and types the newsletter; supervises parent volunteers in the publication of the newsletter.

Prepares communications to parents and staff regarding school events and activities.

Coordinates school related activities, such as Science Fair, Art Fair, and other similar events.

Encourages parents to become active in the programs of the school.

Recruits and organizes parent participation.

Helps staff arrange visits from community speakers and resources and organizes parent volunteers.

Interacts with staff, students, parents, and others in an open, friendly business-like manner.

In addition to the above listed essential duties and responsibilities, the following tasks may be required at the Middle School.

Middle school may require oversight of Parent Teacher Club and/or ASB funds and assist with graduation.

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Performs related duties as assigned.

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). One to three months related experience and/or training; or, equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively on a one-on-one basis with staff, parents, and students. Communicate with sensitivity, confidentiality, and accuracy.

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, percent and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations. Function well in emergencies and well under pressure. Accept directions and intelligently follow instructions. Work cooperatively with the public, administration, pupils, and fellow employees.

CERTIFICATES, LICENSES, REGISTRATIONS:

Typing Certificate: 25 W.P.M. net

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 must have the ability to stand for extended periods of time; mobility to move around an office, open space, and on uneven surfaces; ability to bend, twist, stoop, kneel, and balance; ability to reach in all directions; ability to work at a desk or conference table; and the ability to hear, understand speech, and communicate so others are able to clearly understand.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities

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required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

PCC:slc
PARENT COORDINATOR