

# PARENT/TEACHER HOTLINE COORDINATOR

## Job Description

### Qualifications: (minimum)

1. Certified as a teacher by the West Virginia Board of Education preferred.
2. Good verbal communication skills.
3. Effective organizational skills.
4. Ability to work cooperatively with school personnel.

Immediate Supervisor: Director of Elementary/Middle Schools

### Duties and Responsibilities:

1. Complete training in the implementation of the Parent/Teacher Hotline System.
2. Develop, implement, and manage the Parent/Teacher Hotline System.
3. Communicate weekly with school principals or his/her designee to receive school activity information for the upcoming week(s).
4. Communicate monthly with food service department to receive breakfast/lunch menus for the upcoming month.
5. Communicate with the Assistant Superintendent of Non-Instructional Programs concerning closing of school information.
6. Record school activities/information on the Parent/Teacher Hotline each month, week, or day as needed.
7. Call each hotline box no later than Saturday evening to assess for problems before the new school week begins.
8. Train principals and teachers in the use of the Parent/Teacher Hotline System.
9. Evaluate the effectiveness of the Parent/Teacher Hotline through the use of a parent survey.
10. Respond to and resolve any problems that callers may have in accessing the hotline or that teachers may have in putting homework assignments on the hotline.
11. Print and distribute to schools, via county mail, brochures for parents and students concerning the Parent/Teacher Hotline System.
12. Perform other job related duties as assigned by the immediate supervisor.

---

Jackson County Board of Education  
September 14, 1998