

Parent Involvement Coordinator Position Job Description

(Grant Funded: Temporary Year to Year Pending Available Revenue)

Reports to: Director of Federal Programs

Evaluation: Performance will be evaluated in accordance with this job description.

Requirements: High School Diploma

Preferred Qualifications:

- Two Year Degree or Equivalent
- Previous experience working with parents in an educational setting

Specific Roles & Responsibilities:

Position exists to function as part of the network of assistance for students and families. Coordinates communication and activities among the teachers, parents, community, and school administrators.

- Serves as liaison between student, home, school, and community resources such as family services agencies including students qualified as homeless under the McKinney-Vento grant.
- Works with professional personnel, students, and parents to help students be successful in school by making available information to increase the understanding of specific elements that may be attributed to problems related to emotional, physical, academic, and economic areas.
- Interprets requirements related to school activities/outreach programs that support parental involvement; supports and works with social workers, counselors, and community agencies that can contribute resources to assist families as needed.
- Plans and provides activities related to parent involvement that would enhance the school's climate.
- Cooperates with administrators in implementing the parent involvement program according to state and federal guidelines.
- Works with parents and teachers in improving the achievement level of students by assisting parents and volunteers in locating learning activities; disseminates information regarding parent involvement goals and objectives books and tutorial services to reinforce skills.
- Participates in on-going professional development by attending workshops, lectures and institutes on specific subjects to enhance job performance.
- Disseminates information regarding parent involvement goals and objectives, books, tutorial services to reinforce skills.
- Makes home visits as needed and works with parents regarding ways in which they can help their children achieve challenging state standards.
- Performs administrative duties and any other related duties as assigned by the Director or Superintendent