

CENTRAL SCHOOL DISTRICT

Job Title: Parent/Community Involvement Coordinator **Occupational Group:** Clerical
Reports to: Principal/Designee **Pay Range:** 18
Date of Board Approval: 7/18/2021 **Work Year:** 10 months

DEFINITION

Under general supervision, plan and coordinate the parent/community volunteer program; encourage parent and community participation in school related activities; perform routine clerical and supportive tasks; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or equivalent
- Department of Justice clearance
- Current TB test with screening every 4 years to remain up to date.

Desired Qualifications:

- Coursework or training in child growth and development, parent education, community services, or equivalent

Experience:

- One year of paid or volunteer experience working with parent or community service programs.

Knowledge and Abilities:

Knowledge of:

Volunteer and community service programs; school programs and objectives; basic concepts of child growth and development; student behavior management strategies; district policies and procedures; proper English usage, punctuation, spelling and grammar; basic mathematical concepts; modern office practices, procedures and equipment; basic technology skills and usage; and record keeping.

Ability to:

Demonstrate a welcoming attitude with parents, students, staff and community; ability to type accurately and proficiently; utilize educational materials and procedures; understand and carry out oral and written directions; establish and maintain cooperative working relationships with those contacted in the course of the workday including staff, students, parents and community; serve as liaison to community; meet schedules and timelines; provide positive customer service; and ability to problem solve, be flexible and adjust assignments on short notice.

ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Plan and coordinate the screening, orientation and training program for volunteers. **E**
2. Provide orientation on the role and function of volunteers in the school setting. **E**
3. Develop and implement training for volunteers in the use of equipment and related instructional materials. **E**
4. Assign volunteers appropriately according to their abilities. **E**
5. Compose and prepare written correspondence to staff, parents and community. **E**
6. Serve as liaison to parent organizations, various community groups, including business partnerships. **E**
7. Maintain parent communication bulletin boards and displays. **E**

ESSENTIAL & REPRESENTATIVE DUTIES (continued)

8. Prepare and distribute a variety of materials for teachers. **E**
9. Work cooperatively with school site and district staff. **E**
10. Plan and coordinate various school-related events. **E**
11. Establish and maintain records of donations, volunteer and community service hours. **E**
12. Provide input to school principal regarding the performance of volunteers. **E**
13. Prepare and present written reports regarding volunteer service and training activities. **E**
14. Perform general clerical duties, including sorting, filing, duplicating, answering telephone, and responding to informational inquiries. **E**
15. Maintain a variety of records and files, which may include confidential and sensitive information.
16. Provide/support parent trainings and workshops on various topics to support education.
17. Promptly complete and remain compliant with mandated trainings.
18. Report, respond and assist with emergency and safety issues and concerns.
19. Supervise and monitor students as needed.
20. Assist in maintaining an orderly, attractive and positive learning environment.

WORKING CONDITIONS

Office/Classroom environment, both indoor and outdoor; subject to constant interruptions; possible exposure to communicable diseases, blood borne pathogens exposure and anti-social/hostile behavior.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.