

ENGLEWOOD PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: **COMMUNITY AND PARENT INVOLVEMENT
SPECIALIST (CPIS)
(Non-Certificated/10-months)**

QUALIFICATIONS:

1. Hold a Bachelor's degree in counseling, social work, psychology, education or a related field
2. Minimum of three years' experience in providing services to school-aged children and/or families, or any combination of education and experience that would provide the requisite knowledge, skills and ability
3. Demonstrated ability to work successfully with children and adults, with a sensitivity to cultural diversity
4. Ability to establish and maintain effective working relationships with parents, students, teachers, administrators, and community-based organizations
5. Proficient in business and educational software and District propriety software to fulfill job functions
6. Ability to record and deliver information, explain procedures, and communicate effectively, both verbally and in writing

REPORTS TO: The Community and Parent Involvement Specialist (CPIS) reports to the Building Principal and/or his/her designee.

JOB GOAL: The Community and Parent Involvement Specialist (CPIS) facilitates the community needs assessment, organizes family involvement plans and activities, and coordinates work with other school district professionals and community agencies and providers.

PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but, are not limited to, the following:

1. Serves as a liaison between student, home, school, and community resources such as family services agencies.
2. Coordinates communication and activities in the school among the school administrators, teachers, parents and community.
3. Evaluates the needs of families and assists parents/families in obtaining services within the school district and the community.
4. Confers regularly with the administrative team to plan for smooth transitions for children entering preschool or kindergarten.
5. 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.

6. Serves in actively recruiting eligible children throughout the year using multiple strategies to ensure the District is meeting recruitment goals.
7. Interprets ESSA requirements related to school activities/outreach programs that support parental involvement.
8. Supports and works with School Social Worker, School Counselor, and community agencies that can contribute resources to assist families as needed.
9. Plans and provides activities related to parent involvement that would enhance the school's climate.
10. Cooperates with administrators in implementing the parent involvement program according to state and federal guidelines.
11. Provides support to the administration in conducting orderly and efficient meetings, including, but not limited to, organization meetings, parent meetings and/or fundraising events.
12. 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; provides books; and tutorial services to reinforce skills.
13. Ensures homeless children and families' needs are identified and steps are taken to meet those needs through school resources and community agencies.
14. Makes home visits as needed and works with parents/families regarding ways in which they can help their children achieve challenging state standards.
15. Serves on the District's Early Childhood Advisory Council to review preschool program implementation and support transition as children move from preschool through grade three.
16. Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.
17. Maintains proper documentation and follow-up on District related assignments.
18. Assists with the reporting and dissemination of County, State and/or Federal Student Attendance reports.
19. Monitors and responds to e-mails and other forms of communications daily.
20. Participates in on-going professional development by attending workshops, lectures and institutes on specific subjects to enhance job performance.
21. Serves as a role model for students and staff in demonstrating positive attitudes, appropriate attire, personal grooming, and an effective work ethic.
22. Displays ethical behavior in working with students, parents/families, school personnel, and outside agencies associated with the school.
23. Performs such other appropriate duties as required under law or as may be assigned by the Principal and/or his/her designee.

APPOINTMENT: Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

TERMS OF

EMPLOYMENT: Ten (10) month employee. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee and according to collective negotiations agreement (if applicable).

EVALUATION: Performance of this position will be evaluated annually in accordance with the law and the provisions of the Board's policy on evaluation of non-certificated personnel and the administrative procedures on non-certificated staff evaluation.

BOE APPROVAL:

RESOLUTION:

DRAFT