



Position Title: **Parent Involvement Coordinator**

Department: Building

Reports To: Building Principal

SUMMARY: The role of the Parent Involvement Coordinator is to welcome parents and encourage their active participation in their child's education by providing direct assistance to parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES : Other duties may be assigned.

1. Assists certified staff in communicating to parents how parents can support their child's educational success
2. Make home visits, as necessary, to facilitate communication between school and family regarding academic achievement and parental involvement opportunities
3. Assist certified staff in arranging parent training designed to increase parent effectiveness in working with their own children and increasing academic achievement
4. May distribute supplementary materials for home-use by parents to support student mastery of learning standards
5. Coordinate opportunities for parent involvement in the classroom, before or after school, and at school or district events
6. Increase communication with families and community. This includes but it's not limited to monthly newsletters, website updates, calendar and social media updates.
7. Provide translation services (oral, verbal, and written) as necessary to increase parental understanding and involvement
8. Advise parents of various community resources which will increase their effectiveness in helping their child meet benchmarks
9. Assist instructional staff in the supervision of students during emergency drills
10. Attend Open Houses and other school or district functions designed to increase parental involvement and communicate the district's educational mission
11. Correspond with district staff and stakeholders via email
12. May be asked to translate, if applicable
13. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: Supervises students 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); previous experience working with families and community resources; previous experience working with students.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos at or above the 5th grade level. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to translate, both verbally and in writing, information from Spanish to English, and English to Spanish, sufficient to communicate program information.

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, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing, in both English and Spanish. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift 40 lbs and or push/pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where a sounds is coming from and hear in a noisy environment.

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 near moving mechanical parts in some vocational settings. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk

than the average person. May be directly responsible for the safety, well-being and/or work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date