

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

PRE-KINDERGARTEN PARENT COORDINATOR

QUALIFICATIONS:

- (1) Bachelor's Degree in social work or related field from an accredited institution.
- (2) Successful experience in social work or related field.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of pre-kindergarten programs and child development. Knowledge of staff development and adult learning theory. Advanced interpersonal skills. Ability to develop and present training programs. Skill in planning, implementing and evaluating activities. Knowledge of computer use and accompanying skills. Knowledge of current trends and research. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Pre-Kindergarten Program Coordinator

JOB GOAL

<p>To provide quality parenting services to children and families within prescribed guidelines as part of an effective pre-kindergarten program.</p>
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SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

PRE-KINDERGARTEN PARENT COORDINATOR (Continued)**PERFORMANCE RESPONSIBILITIES:****Planning / Preparation**

- * (1) Oversee the development and maintenance of a master calendar for all pre-kindergarten parenting activities.
- * (2) Establish goals and objectives for parent training programs and projects related to the District's pre-kindergarten instructional program.
- * (3) Plan and develop a program of experiences and activities which support and enhance the parent's role in their child's education and development.
- * (4) Establish short- and long-range plans based on pre-kindergarten parent and student needs, and District, state and federal requirements

Administrative / Management

- * (5) Manage the process of budgeting for resources to meet identified pre-kindergarten parent training needs and plans.
- * (6) Oversee the recruitment, training and scheduling of parent volunteers.
- * (7) Assist in the development of policies for pre-kindergarten parent involvement.
- * (8) Assist pre-kindergarten staff in keeping up-to-date and well-informed about issues and changes in laws and regulations relating to parent's rights and responsibilities.
- * (9) Implement, monitor and evaluate the parent education / involvement component of the pre-kindergarten program.

Assessment / Evaluation

- * (10) Establish and implement procedures to periodically evaluate parent involvement activities and to make modifications as appropriate.
- * (11) Assist in conducting periodic assessment of training needs for pre-kindergarten administrative, instructional, non-instructional and support personnel throughout the District to ensure the implementation of a comprehensive well-integrated plan for parent involvement that crosses all service areas.
- * (12) Access student records on a need-to-know basis and protect their confidentiality.

Intervention / Direct Services

- * (13) Provide assistance to schools and departments in designing, scheduling and delivering appropriate pre-kindergarten parent involvement activities.
- * (14) Increase participation of parents in school conferences through home visits, telephone contacts, written correspondence and / or other means.
- * (15) Serve as a resource person to parents providing them with information, activities and training to enhance their self-development.
- * (16) Select, preview, evaluate and disseminate recent and relevant professional and educational materials.
- * (17) Serve as a liaison between the school and parents to interpret school procedures and policies to parents and to explain family circumstances to school personnel.

Collaboration

- * (18) Participate in planning and implementing pre-kindergarten curriculum initiatives to assure parent involvement program support.
- * (19) Collaborate with other pre-kindergarten personnel as scheduled.
- * (20) Collaborate with other departments, divisions, schools and agencies to ensure that parents understand decisions, procedures and meetings that affect their children.
- * (21) Keep other agency staff apprised of parent issues and assist staff in designing and implementing a comprehensive well-integrated plan for parent involvement that crosses all service areas.

Staff Development

- * (22) Assist parents with the development of appropriate instructional learning activities that will enhance their role in their child's education and development.
- * (23) Promote and support professional development for self and others.

PRE-KINDERGARTEN PARENT COORDINATOR (Continued)

- *(24) Provide instructional staff training in how parent involvement activities augment curriculum, child growth and development, student assessment and other related areas.

Professional Responsibilities

- *(25) Use effective communication strategies to interact with a variety of audiences.
- *(26) Set high standards and expectations for self and others.
- *(27) Submit accurate reports in a timely manner and maintain all appropriate records.
- *(28) Keep abreast of latest research relating to pre-kindergarten parent and student needs.
- *(29) Perform other duties as assigned.

Student Growth / Achievement

- *(30) Implement pre-kindergarten parent involvement / training programs in a manner which ensures that student growth / achievement is continuous and appropriate for age group and / or student program classification.

*Essential Performance Responsibilities