

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

PARENT SERVICES COORDINATOR

QUALIFICATIONS:

- (1) Bachelor's Degree in Social Work or related field or Bachelor's Degree with Professional Educator Certification in any field.
- (2) Three (3) years of work experience in public school (preferably as a social worker or teacher)
- (3) Computer proficiency and other technology; i.e., cameras, projectors, and the like.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Excellent oral and written communication skills
- (2) Broad knowledge base of all county programs and departments
- (3) Public speaking skills
- (4) Ability to work cooperatively with parents, school personnel, community agencies and organization
- (5) Ability to counsel and assist parents and school personnel in the resolution of student problems that relate to participation in school programs
- (6) Ability to organize and conduct meetings to provide conflict resolution
- (7) Good organizational skills
- (8) Information gathering skills

REPORTS TO:

Area Director of Federal Programs

JOB GOAL

To lead, coordinate and provide a broad range of family services to maintain an effective district-wide comprehensive parent involvement program.

SUPERVISES:

Assigned Support Personnel

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.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- 1) Monitor and conduct periodic surveys of parent participation and involvement in the educational process at each school.
- 2) Assist school advisory councils with the development, implementation, and evaluation of parent services as stated in their school improvement plan.
- 3) Coordinate resources and provide technical assistance to all parent committees of schools and special programs, ensuring that all due caution and procedures for due process have been afforded to parents of students as it relates to an individual program or situation.

Interagency Communication and Delivery

- 4) Set up community contact workshops for interpreting state assessment results to parents.
- 5) Assist schools in communicating with parents through home visits.
- 6) Provide assistance to the public information coordinator in channeling information throughout the district pertinent to parents and the community.
- 7) Assist school principals in developing, improving and implementing parent services.
- 8) Maintain contact and a working relationship with outside agencies.
- 9) Develop partnerships with local business and service groups to advance student learning by involving community members in school volunteer programs.
- 10) Collaborate with community agencies to provide family support services and adult learning opportunities, enabling parents to more fully participate in activities that support education (literacy).

Professional Growth and Improvement

- 11) Attend Department of Education and other relevant conferences to remain abreast with changes in parent services
- 12) Keep well informed of current trends in curriculum areas.
- 13) Provide in-service training opportunities for school personnel to increase school and parent communication and involvement.
- 14) Set high standards for self and others.

Systemic Functions

- 15) Set up district-wide Parent and Volunteer Appreciation and Information Seminars (Title I, ESE, Pre-Kindergarten).
- 16) Provide schools with written communication for parents (Spanish and English versions)
- 17) Supervise assigned personnel, conduct annual performance appraisals, and make appropriate employment recommendations.
- 18) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- 19) Perform other duties as assigned

Leadership and Strategic Orientation

- 20) Provide workshops / training for school advisory councils.
- 21) Set up and coordinate parent involvement activities.
- 22) Maintain a current parent guide/handbook for schools
- 23) Assist school advisory councils, improvement teams, special programs, and parent-teacher organizations in the planning and co-sponsoring of meetings for parents to provide support, and help parents gain knowledge of educational issues, policies, materials, and resources.
- 24) Maintain an active District parent advisory council to include parent representation from each school/community and/or special program.
- 25) Assist teachers in developing family kits built around relevant themes