

# Moencopi Day School

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Parent Liaison</b>
<b>EMPLOYMENT:</b>	10 Month (non-exempt)
<b>SUPERVISOR:</b>	Chief School Administrator
<b>PRIMARY RESPONSIBILITY:</b>	To provide administrative support in developing a parent involvement program to address the needs of parents and to involve parents in the instructional, athletic, and other programs at the Moencopi Day School. To establish parent/school communications on issues, which parents would like to address with school staff or individual educators in conjunction with the Parent Teacher Organization (PTO).
<b>ADHERENCE TO:</b>	Hold a firm belief and commitment to MDS philosophy, vision and mission.

## QUALIFICATIONS

- Required high school diploma or GED; preferred AA Degree
- Experience in working as a secretary in an educational system preferred and coordinating parent involvement programs;
- Demo state competency in office management, computer system operation, typing, filing, camera recording, scheduling, receptionist skills, recording meeting minutes and proceedings, and other applicable skills required;
- Ability to maintain accurate records and reports on parent participation;
- Knowledge and ability to develop, design, coordinate and implement educational events for students and parents;
- Knowledge and ability to establish partnerships with surrounding education institutions, community development offices, and businesses to support parent involvement;
- Excellent communication skills; ability to communicate and work well with staff, students, parents, and community.
- Individual must submit to an intensive background investigation;
- Must possess a current Valid Arizona Driver's License;
- Hopi/Native American Preference;
- Must pass Background Check with Navajo Nation and/or Hopi Tribe, Arizona Department of Public Safety and Federal;

## RESPONSIBILITIES

- Schedule, advertise, implement, and evaluate all parent involvement events;
- Schedule and attend PTO meetings and other meetings affiliated with parent and community involvement;
- Schedule consultants and other key professionals who will be able to provide training for parents, in consultation with the Chief School Administrator;

- Organize and implement student and family activities such as Math Night, Literacy Night, Science Night, etc., which will provide instructional support for parents when assisting their students with homework;
- Be the contact person when parents need to address student issues to assist in finding a solution, in consultation with the Chief School Administrator;
- Schedule surveys yearly to be completed by parents, staff, and community to stay current of the needs of all stakeholders;
- Provide reports and/or publications regarding parent involvement;
- Establish partnerships with surrounding education institutions, community development offices, and businesses to support parent involvement;
- Provide assistance in scheduling of travel, meetings, and other scheduling in consultation with the Chief School Administrator on behalf of parents;
- The development and maintenance of a computerized administrative data base and information system, receptionist duties, maintenance and distribution of written reports and communications, word processing, typing and other basic office management services;
- Provide outreach services on behalf of the Moencopi Day School;
- Provide other administrative support services at the direction of the Chief School Administrator;
- Will make collaborative efforts to assist in reaching school improvement goals;
- Perform any other duties assigned by the Chief School Administrator.

**ACKNOWLEDGEMENT**

By signing this, I acknowledge that I have read, understand and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR NAME

\_\_\_\_\_  
DATE