



Mobile County PUBLIC SCHOOLS

Job Description Title – PARENT ORGANIZER (PART-TIME)

SUPERVISED BY/REPORTS TO: Principal or his/her designee.

FLSA Designation: Non-exempt

QUALIFICATIONS:

- Must be a high school graduate from a regionally accredited school **or** have GED equivalent.
- Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Must be computer knowledgeable with expertise in Windows, Word, or other comparable or similar software.
- Must have good oral and written communication skills.
- Must work well with the public.
- Good general health, clean in attire and appearance.
- Ability to understand and follow oral and written instructions.
- Ability to be punctual and regular in attendance.

LANGUAGE SKILLS:

Ability to read and interpret school and district procedure manuals and documents, lesson plans, safety rules, attendance instructions, etc. Ability to write routine reports and correspondence.

REASONING ABILITY:

Ability to apply common sense understanding to conduct detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Develops and distributes school-parent compacts for all students.
2. Communicates with parents and community with appropriate written Communications and other forms of communication necessary to keep parents informed.
3. Develops and implements a local school parental involvement plan with parental input and quarterly review.
4. Schedules quarterly workshops for parents with an evaluation process.
5. Completes quarterly baseline data reports.

6. Bridges the gap between school and home by collaborating closely with the local school parent advisory committee PTA/PTO.
7. Maintains appropriate parenting documentation for Federal Compliance with appropriate evidence.
8. Attends mandatory professional development training.
9. Completes all assignments pertaining to parental involvement as deemed necessary by the principal.
10. Maintains appropriate confidentiality regarding school/workplace matters.
11. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
12. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
13. Works well with all supervisors and other members of the team and stakeholders.
14. Performs all other duties as assigned as assigned by the principal and/or the Parenting Office in Federal Programs.

OTHER REQUIRED SKILLS and ABILITIES:

- Ability to work in a friendly manner with co-workers and students.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL REQUIREMENTS:

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.

While performing the duties of this job:

- The employee is frequently required to sit, walk, or stand for possible extended periods of time.
- The employee must have physical strength, agility, dexterity, acuity, reflexes, grasping, pushing, pulling, lifting, and mobility to perform job responsibilities.
- The employee must occasionally lift and/or move up to 15 pounds and push or pull up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ✓ While performing the duties of this job, the employee may be outside for brief periods where the temperatures are above 100° or below 32°.
- ✓ The employee must be able to meet deadlines with time constraints and interact with public and other workers.
- ✓ The employee may be exposed to noise levels that are loud enough in a classroom, a gymnasium, playground, or a cafeteria that the employee must raise his/her voice to be heard.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Building Principal or his/her designee.

TERMS OF EMPLOYMENT

The work year is 9-months (187 days). **The days and hours are variable but MUST NOT exceed 19 and one-half hours (19 1/2 per week).** Daily work schedule will be determined by the Principal or his/her designee. Work schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

Look For:

**RATES OF PAY FOR EXTRA WORK FOR EMPLOYEES
CLASSIFIED EMPLOYEES: TYPE OF WORK RATE**

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.