

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

EDUCATIONAL PARAPROFESSIONAL – PARENT LIAISON**QUALIFICATIONS:**

- (1) High School Diploma with at least a 2.0 GPA or equivalent (as required by NCLB legislation).
- (2) Same health and age requirements as instructional personnel.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with students and adults in a positive manner. Demonstrated effective oral and written communication skills. Possess basic English and mathematics skills. Ability to perform clerical tasks. Willing to attend training and inservice relevant to responsibilities.

REPORTS TO:

Principal or Designee

JOB GOAL

To assist with the coordination and implementation of parent services.

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. 03

Amended by Board 05/24/2005

Educational Paraprofessional – Parent Liaison (Continued)**PERFORMANCE RESPONSIBILITIES:****Planning / Preparation**

- * (1) Assist the school in facilitating and coordinating workshops, providing resources, and materials for parents.
- * (2) Develop partnerships with local businesses and service groups to advance student learning by involving community members in school volunteer programs. 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).
- * (3) Develop a Parent Guide/Handbook containing pertinent phone numbers, contact persons, and other resources.
- * (4) Assist with the establishment of schools as community resource centers. The centers function could vary from providing an informal gathering place for parents to share information, to providing comprehensive access to community services.
- * (5) Work with community partners to hold special events such as health fairs, technology night, or other learning opportunities to inform parents and families of community resources and services.
- * (6) Assist the teachers in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.

Administrative / Management

- * (7) Manage time efficiently.
- * (8) Assist in maintaining the security of records, materials, and equipment.
- * (9) Maintain a clean and orderly environment for parents/students.
- * (10) Monitor, evaluate, and conduct periodic surveys of parent participation and involvement in the educational process.
- * (11) Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.
- * (12) Assist teachers in communicating with parents through home visits if needed and written communication.
- * (13) Maintain the school “Parent Resource Room” to include accessible parent/family information to support parents and families with training, resources, and materials.
- * (14) Assist teachers in developing family kits built around relevant themes with games, videos, conversation starters, or other tools for parents to interact with their children on a specific topic.

Intervention / Direct Services

- * (15) Assist students with personal hygiene, health and safety issues, or grooming if required.
- * (16) Perform assigned clerical and bookkeeping duties.
- * (17) Prepare and maintain requested/required reports and records.
- * (18) Serve as liaison for parents between the school, community, and district office.
- * (19) Assist schools’ advisory councils, school improvement teams, special programs, (ESOL, PreK), and parent-teacher organizations (PTSO) in the planning and cosponsoring of parent meetings to provide support, and to help parents gain knowledge about education policies, materials and resources.
- * (20) Organize an easy, accessible program for utilizing parent volunteers, providing ample training on volunteer procedures and school protocol. Educate and assist staff members in creating an inviting climate and effectively utilizing volunteer resources.

Educational Paraprofessional – Parent Liaison (Continued)**Collaboration**

- * (21) Work closely with teacher(s) and parents.
- * (22) Assist in maintaining positive relationships between the school and parents.
- * (23) Demonstrate support for teamwork.
- * (24) Communicate effectively orally and in writing.
- * (25) Collaborate with peers to create quality instructional environment.

Staff Development

- * (26) Participate in training programs and inservice.
- * (27) Assist peers in acquiring knowledge and understanding of particular area of responsibility.

Professional Responsibilities

- * (28) Maintain confidentiality regarding student information.
- * (29) Use effective, positive interpersonal skills.
- * (30) Demonstrate integrity through ethical behavior.
- * (31) Perform job responsibilities in a timely and consistent manner.
- * (32) Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly.
- * (33) Exhibit attention to punctuality, attendance and thoroughness.
- (34) Perform other duties as assigned.

Student Growth / Achievement

- * (35) Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and / or student program classification being served.

*Essential Performance Responsibilities