

Parent Involvement Coordinator

Purpose Statement

The job of Parent Involvement Coordinator is done for the purpose/s of supporting families, teachers, and community participants in their efforts to assist students in achieving educational excellence and bridge the gap between home, school, and the community; coordinating and advocating for family involvement to help students learn; and providing continuity for the school's parent involvement initiatives.

This job reports to Head Start Coordinator

Essential Functions

- Advises parent/family groups (e.g. Policy Council; PTO; various support groups, etc.) for the purpose of ensuring necessary support and learning for parents and families.
- Assesses Family Support programs and services (e.g. care mobile for dental needs, outreach activities to increase family and community partnership, home learning activities, etc.) for the purpose of providing recommendations and/or ensuring services are delivered in compliance with mandated requirements.
- Collaborates with internal and external personnel/agencies (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs to establish a school environment that invites participation and partnership for parents/families.
- Coordinates, orients, trains and supervises volunteers, practicum students and community partners for participation in a variety of programs (e.g. care mobile program, nutrition program, guest readers, etc.) for the purpose of achieving objectives within budget and developing required activity reports.
- Directs the maintenance of services and the implementation of new programs and/or processes (e.g. backpack program for dissemination of food to students, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. regulatory requirements, actions involving outside agencies, inter-district needs, parent education events, school tours and orientation for new families, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative/liaison.
- Identifies trends in out-of-compliance issues for the purpose of providing targeted training to ensure compliance with mandated requirements.
- Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. grant for fresh food and vegetables, coordination of nutrition education, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. reports, budgets, training materials, improvement plans, grants, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides planning and promotion of school-wide events (in conjunction with school staff) that involve parent and community participation (e.g. open houses, parent information night, grandparent day, school farewell program, music program, etc.) for the purpose of ensuring high quality services are delivered to children and families in compliance with established guidelines.

- Researches a variety of topics (e.g. grants, community service organizations, etc.) for the purpose of being knowledgeable on trends and changes and/or making recommendations.
- Surveys parent needs (e.g. family well- being, school readiness for children, etc.) for the purpose of providing necessary support for student/parent learning.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; strong written and oral communication skills; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; principles of social work best practices; and adult learning styles and the change process.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Designated Subject Matter Endorsement

Continuing Educ. / Training:

Maintains Certificates and/or Licenses
Meets Continuing Education Requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

PD

