

## WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

**TITLE: PARENT LIAISON – SUPPORT SERVICES/TITLE I/TITLE VI**

**EMPLOYEE CLASSIFICATION:** Non-Exempt, Classified

**MINIMUM QUALIFICATIONS:**

- Associate degree or passing score on ParaPro test required
- Effective oral and written communication skills
- Basic computer skills – Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher) preferred
- Arizona driver's license

**OVERVIEW OF JOB DESCRIPTION:** To supplement existing district instructional and school/community liaison services for at-risk students.

**PERFORMANCE RESPONSIBILITIES:**

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Increases communication of parents/guardians between home and school through: parent letters, parent phone calls, home visits and student awards and incentives.
3. Keeps records of all parent/student/teacher contacts.
4. Serves as a liaison between the student, his/her home, and the school.
5. Provides transportation for students and parents upon request by the school site principal or program director.
6. Assists in parent involvement activities encouraging parental involvement at (open house, parent/teacher conferences, child study teams, school site council, homework center, workshops, etc.).
7. Makes appropriate referrals for at-risk students to available resources within the school district and/or from other available services.
8. Encourages community and parental involvement in school activities.
9. Encourages students to pursue excellence in academic and extracurricular activities by serving as an academic advisor, resource person, role model, and advocate.
10. Participates in all district and school site meetings and in-service activities as required.
11. Attends school site council meetings to represent at-risk students enrolled in the school.
12. Participates in seminars, workshops and professional conferences for professional growth.
13. Works closely with principals, nurse, teachers and counselor to monitor attendance and grade reports in order to determine appropriate referrals for support services for at-risk students.
14. Establishes and maintains documented reports of activities, including services provided to students and submits monthly, quarterly, and annual reports to the district office and parent committees as requested.
15. As time permits, provides supplemental enrichment tutoring for reading, language arts, science areas as needed by at-risk students.
16. Performs other job relevant duties as assigned.

**REPORTS TO:** Principal/Federal Programs Director/NCLB Parent Advisory Committee

**TERMS OF EMPLOYMENT:** Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**ADA ACCOMMODATIONS:** Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.