



## Columbia County School District Job Description

<b>Position Title:</b> Parent Involvement Coordinator (School Level)		
<b>Department:</b> Title I	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the school principal in accordance with Policy GBI- Evaluation of Personnel	
<b>Pay Grade:</b> General Services Salary Schedule, Grade C	<b>Pay Type:</b> Non - Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 180 Days Per Year, 7 Hours Per Day		
<b>Reports to:</b> Principal		

<b>MINIMUM QUALIFICATIONS</b>
<p><b>EDUCATION:</b> High school graduate or equivalent</p> <p><b>ESSENTIAL KNOWLEDGE/SKILLS:</b> Strong public speaking and presentation skills; communication (oral and written) skills; good interpersonal skills; ability to coordinate parental involvement events; computer skills; understands and respects the diversity of families’ economic, linguistic and cultural backgrounds and situations; ability to maintain confidentiality; familiar with Title I program.</p> <p><b>EXPERIENCE:</b> At least two years clerical experience in an office setting, school district experience preferred.</p>
<b>GOAL</b>
<p>Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.</p>
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Serves as the liaison between the school and parents by relaying the needs of one to the other.</li> <li>• Sets up and maintains a parent resource center for the community (where applicable).</li> <li>• Develops appropriate professional learning opportunities for parents, teachers and administrative staff; provides workshops, classes, and activities for parents at their local school(s) and/or district on a regular basis.</li> <li>• Recruits volunteers from the community to host various workshops and classes to speak directly with parents; provides materials such as event calendars, brochures, educational resources and DVDs</li> <li>• Creates opportunities for parents who have limited English proficiency, a disability or are underrepresented because of social economics or racial barriers to participate in education initiatives and enrichment workshops; provides technical assistance relating to parental involvement as needed locally or at the district level.</li> <li>• Identifies and builds leadership capacity among a network of parents to assist in helping parents understand the educational system so they can become better advocates for their children’s education.</li> <li>• Networks with appropriate community, state and national agencies to further facilitate the relationship between parents and teachers and their role in the educational process.</li> <li>• Assists parents in effectively communicating and working in a collaborative setting with school personnel in regards to their child’s education.</li> <li>• Conducts surveys to assess the needs of parents at their local school(s) and/or district; reviews annual reports to evaluate the effectiveness of their parent involvement programs; develops, analyzes, and distributes the results of parent surveys to the school’s leadership team and/or Title I Director if mandated</li> <li>• Maintains records of all parent involvement activities, reports, surveys, funding, annual program evaluations, and communications to parents; ensures compliance of the school or district’s parent involvement program with all state and federal guidelines.</li> </ul>

- Coordinates and implements research-based strategies for their local school(s) and/or district parent involvement program to engage parents in improving student achievement through the National PTA Family-School Partnership Standards.
- Collaborates with:
  - local, regional, and state organizations to create opportunities to help families understand school academic standards, assessments and report cards.
  - parents, teachers, and the school's leadership team to develop a family-friendly school climate.
  - other parent engagement professionals such as parent mentors and early education school transition coaches or other designees.
- Promotes parents as partners by involving them in the decision-making process regarding parental involvement activities and school improvement.
- Performs related duties as required by the school principal.

**IMPORTANT NOTES**

**ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

**MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** September 13, 2016