



TITLE: PARENT CENTER LIAISON

QUALIFICATIONS:

1. High School diploma.
2. Demonstrated interest in an aptitude for work to be performed.
3. Such alternative qualifications as the Board find appropriate and acceptable.
4. Good physical condition with ability to lift 10 pounds.

REPORTS TO: Principals, Federal Programs Director, and DCPC Liaison

SCOPE OF WORK:

The Parent Center Liaison will assist schools in reaching out to parents and providing them with the supports they need. The liaison will plan and organize community events, communicate with parents using a variety of methods, and work as a mediator between parents and school staff when conflicts arise.

JOB GOAL: To strengthen the bond between school, home, and the community at large.

PERFORMANCE RESPONSIBILITIES:

1. Assist with the parental involvement at assigned school(s)
2. Evaluate, select and requisition parent center materials
3. Assist parents in the selection of books and other instructions materials in order to help their children.
4. Plan and organize workshop and training sessions for parents
5. Work with the counselors and principals in the resolution of misunderstandings involving parents
6. Assist in preparing and sending newsletters to parents
7. Participate in meetings, staff developments, in-service, etc.
8. Serve as liaison between the school and the home
9. Complete truancy reports
10. Contact parents when students are absent
11. Plan and organize Open House activities
12. Plans and organize Title I nights
13. Assist with tracking attendance of students
14. Visit homes of individuals student's parents when necessary and encourage parents to attend center
15. Endeavor to enable parents to work effectively with their children at home to improve their child's academics performance
16. Assist school(s) with compiling of documentation for Federal Programs project

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17. Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

DELIVERABLES:

1. Requisitions
2. Workshop Materials
3. Newsletters
4. Truancy Reports
5. Weekly Work Logs

TERMS OF EMPLOYMENT: Salary and work year established by Hollandale School District

EVALUATION: Performance of this job will be evaluated biannually by the Superintendent and DCPC Liaison