



TITLE: SCHOOL-BASED PARENT LIAISON

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Must be a current staff member at the school
2. Demonstrates effective oral and written communication skills
3. Relates well to people of all ethnic groups
4. Demonstrates strong organizational skills
5. Ability to maintain a good relationship with all school personnel, students, and parents
6. Such other qualifications as may be set by the Board of Trustees

REPORTS TO

School Principal and Federal Programs Director

JOB GOALS

1. To increase communication between teachers, staff members, parents and community members of the Hollandale School District
2. To support the Mission and Beliefs of the District when carrying out duties and responsibilities as assigned

DUTIES AND RESPONSIBILITIES

Typical duties and responsibilities include but are not limited to the following.

1. Provide information to parents about the local school's procedures, instructional programs, and the names and roles of administrators and staff members
2. Conduct meetings at school or in their homes for parents who request help in completing specific forms for school registration
3. Provide information to parents about the resources available to them throughout the school system and community
 - o Become familiar with the publications and services of the school system's Community Outreach Center
 - o Help parents access community resources
4. Make home visits to parents, as appropriate
5. Contact parents to serve on school committees or to attend special events at the school
6. Serve as a contact person for parents to call with questions about the school services or specific activities and events
7. Maintain confidentiality in carrying out responsibilities

TERMS OF EMPLOYMENT

Employment is based upon identified need; may be up to 180 days annually, with stipend as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated semi-annually by the school Principal and Federal Programs Director