

BUTLER COUNTY SCHOOLS

PARENT LIAISON

JOB DESCRIPTION

QUALIFICATIONS:

High school diploma or equivalent required. Applicant must possess excellent communication skills.

KNOWLEDGE, SKILLS AND ABILITIES:

High school graduate or equivalent (GED) and preferably some customer service related experience and/or post-secondary training. Computer experience/training highly desirable

REPORTS TO:

Principal

JOB GOAL

The primary purpose of this position is to serve as the parent liaison for the campus and increase parent involvement at the campus.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Follows rules and regulations under Title I, Part A Section 1118. Parental Involvement.
2. Assists in developing a written School Parental Involvement Policy and distributes to parents of participating children.
3. Assist in notifying parents of the policy in an understandable and uniform format and to the extent practicable, provided in a language the parents can understand.
4. Ensures that the policy be made available to the local community and updated periodically to meet the changing needs of parents and the school.
5. Collaborates with principal and Federal Programs Director to conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under this part, including identifying barriers to greater participation of parents.
6. Assists principal and Federal Programs Director in using the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the school.
7. Assists principal and Federal Programs Director in convening a Title I annual meeting, at a convenient time, to which all parents of participating children shall be invited.

PARENT LIAISON (Continued)

8. Offers a flexible number of parent meetings, such as meetings in the morning or evening.
9. Develops jointly with administrative staff and parents for all children served, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved academic achievement.
10. Provides assistance to parents of children served by the school, as appropriate, in understanding such topics as the State's academic content standards, State and Local academic assessments.
11. Provides assistance on how to monitor a child's progress and work with educators to improve the achievement of their children.
12. Provides materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
13. Facilitates an annual parent survey to assess the needs of the parents and the community.
14. Ensures that notifications for parent meetings are sent out in a timely manner. Implements a parental involvement program that creates partnerships among schools, parents and community members.
15. Facilitates sessions where all concerned, share ideas, support each other, and work together as a team.
16. Provides activities that empower parents to become their own problem solvers.
17. Attends scheduled meeting with the Federal Programs Director.
18. Supports the goals and objectives of the school district and follows all district policies.
19. Demonstrates the ability to attend work on a regular and routine basis.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.

Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.