

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PARENT LIAISON

GENERAL STATEMENT OF JOB

Under general supervision, coordinates multiple school and community outreach programs including parent workshops, community teambuilding events, and information sessions in the community and at the school. Serves as a contact person for parents with questions about the school, community services or specific activities and events. Reports to the Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

Collaborates with social workers, counselors and teachers to organize parent workshops, community teambuilding events and information sessions in the community and at the school

Provides information to parents pertaining to the school's procedures and instructional programs as well as resources available to them throughout the school system and community

Surveys parents to obtain an understanding of their needs and utilizes survey data in determining specific resources to make available to parents

Conducts monthly meetings at school and in the community

Coordinates in-house programs and/or resources for families by scheduling outside agencies to come into the school as needed and appropriate

Creates and maintains an inviting parent resource room for the purpose of making the school accessible to families and encouraging adult engagement in children's education

Monitors the effectiveness of parent programs and resources and makes judgments as needed to improve the efforts of the programs/resources

Schedules parent-teacher conferences at the request of a teacher or a parent

Makes home visits to parents as appropriate

Contacts parents to serve on school committees or to attend special events at the school

Coordinates transportation arrangements for parents who request this assistance

Coordinates translation services for parents of ESL students

Assists the School Improvement Committee and School Improvement Grant effort

PARENT LIAISON

ADDITIONAL JOB FUNCTIONS

Attends faculty meetings and school-wide professional development

Attends Title I and other related meetings pertaining to parental involvement

Performs other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in a related field with at least one year of experience in child development or family relations work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

PARENT LIAISON

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of philosophies, goals, objectives, and policies of K-12 education and associated programs.

Considerable knowledge of parent education and outreach practices and programs.

Considerable knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

General knowledge of the principles of organization and administration.

Working knowledge of the principles and practices of education administration.

PARENT LIAISON

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to research program documents and narrative materials and to compile reports from information gathered.

Ability to maintain complex schedules, records and files.

Ability to make administrative decisions in accordance with laws, ordinances, regulations and school system policies and procedures.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with school officials, parents, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.