

Parent Involvement Coordinator job description

Duties must meet allocable and allowable conditions as they relate to supplemental services under Title I, Part A.

GENERAL RESPONSIBILITIES

Serve as the liaison between school and parents, relaying the needs of one to the other; ensure that Title I, Part A parent involvement regulations are met with meaningful and strategic actions to build parent capacity under this section of the law; educate teachers and staff on how to communicate and work effectively with parents as equal partners in ensuring the academic achievement of their students; provide opportunities to develop effective family-school partnerships to support student achievement and school improvement; help parents understand the school system so they can become better advocates for their children's education; expand opportunities for continued learning, voluntary classroom service and school participation; advise and trains parents on how to address issues with teachers and the school leadership staff; provide referrals for community-based services for families dealing with conditions that impact the academic achievement of their students; develop community collaborations; promote sharing of power with parents as decision-makers; maintain parent resource center (where applicable)

SPECIFIC DUTIES

PROGRAM COORDINATION AND COLLABORATION

Coordinate and implement research-based strategies for the local school(s) and/or district parent involvement program to engage parents in improving student achievement through the National PTA Family-School Partnership Standards; collaborate with local, regional, and state organizations to create opportunities to help families understand school academic standards, assessments and academic reports; collaborate with parents, teachers, and the school's leadership team to develop a family-friendly school climate; coordinate opportunities for parents and volunteers to contribute in positive ways towards student achievement and recognize their contributions; collaborate with other parent engagement professionals such as parent mentors and early education school transition coaches or other designees; promote parents as partners by involving them in the decision-making process regarding parental involvement activities and school improvement

COMMUNICATION AND TRAINING

Provide workshops, classes, and activities for parents at their local school(s) and/or district on a regular basis; recruit volunteers from the community to host various workshops and classes to speak directly with parents; provide school engagement materials such as event calendars, brochures, educational resources, videos and digital and social media; conduct professional learning training with all faculty and staff to determine school needs and discuss purposeful administration of effective strategies in family engagement; create 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; provide technical assistance relating to parental involvement at the local school or district level

PROGRAM EVALUATION

Complete an evaluation to assess the needs of parents at the local school(s) and/or district; review annual reports to evaluate the effectiveness of the parent involvement programs; develop, analyze, and distribute the results of annual evaluations to the school's leadership team and/or Title I Director if mandated as well as other stakeholders

COMPLIANCE

Maintain excellent records of all parent involvement activities, reports, surveys evaluations, funding, annual program evaluations, and communications to parents; ensure the school or district's parent involvement program remains in compliance with all state and federal guidelines; stay informed of the most current parental involvement requirements and guidance

PROFESSIONAL DEVELOPMENT

Take part in professional learning opportunities at the local, regional, and/or state level with proper authorization; attend all local meetings and trainings for Parent Involvement Coordinators; share ideas and experiences with school or district staff, leadership team, and/or other parent professionals

QUALIFICATIONS AND SKILLS

- Experience serving as an advocate for children and parents
- Excellent communication and organizational skills
- Strong public speaking and presentation skills
- Self-motivated leader who can work independently as well as part of a team
- Strong interpersonal skills
- Knowledge of family engagement research and literature
- Strong knowledge of computers and fundamental technology (i.e. e-learning software, digital and social media)
- Understands and respects the diversity of families' economic, linguistic and cultural backgrounds and situations
- Ability to host parent meetings off school sites and in the local community and/or neighborhoods
- Experience with developing collaborative partners and building relationships with constituents in the community
- Experience working in Title I schools
- Strong understanding of student achievement data
- Ability to speak eloquently to school and/or district leaders
- Ability to work flexible hours including some nights and weekends

Education requirements vary based on the position, title and/or division. Please consult with your local school(s) and/or district to determine the required level of education for the specific position for which you are applying.