



Parent Involvement Coordinator (PIC) *Guidance Job Description*

Primary Duties and Responsibilities

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

General:

Parent Involvement Coordinator: Serves as the liaison between school and parents, relaying the needs of one to the other; ensures 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; educates teachers and staff on how to communicate and work effectively with parents as equal partners in ensuring the academic achievement of their students; advises and trains parents on how to address issues with the leadership staff in school meetings; serves as a school-based intermediary contact for concerns and comments made by parents and community members; provides referrals for community-based services for families dealing with conditions that impact the academic achievement of their students; expands opportunities for continued learning, voluntary classroom service and school participation; develops community collaborations; promotes sharing of power with parents as decision-makers; helps parents understand the educational system so they can become better advocates for their children's education; maintains parent resource center (where applicable).

Specific:

- **Parent Involvement Resources:** Provides workshops, classes, and activities for parents at their local school(s) and/or district on a regular basis; recruits volunteers from the community to host various workshops and classes to speak directly with parents; provides school engagement materials such as event calendars, brochures, educational resources and DVDs; creates 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; provides technical assistance relating to parental involvement as needed locally or at the district level.
- **Program Evaluation:** Conducts surveys to assess the needs of parents at their local school(s) and/or district; reviews annual reports to evaluate the effectiveness of their parent involvement programs; develops, analyzes, and distributes the results of parent surveys to the school's leadership team and/or Title I Director if mandated.
- **Compliance:** Keeps excellent records of all parent involvement activities, reports, surveys, funding, annual program evaluations, and communications to parents; ensures compliance of the school or district's parent involvement program with all state and federal guidelines.

- **Program Coordination and Collaboration:** Coordinates and implements research-based strategies for their local school(s) and/or district parent involvement program to engage parents in improving student achievement through the National PTA Family-School Partnership Standards; collaborates with local, regional, and state organizations to create opportunities to help families understand school academic standards, assessments and report cards; collaborates with parents, teachers, and the school's leadership team to develop a family-friendly school climate; collaborates with other parent engagement professionals such as parent mentors and early education school transition coaches or other designees; promotes parents as partners by involving them in the decision-making process regarding parental involvement activities and school improvement.
- **Professional Development:** Takes part in opportunities for professional development at the local, regional, and/or state level with proper authorization; attends all local meetings and trainings for Parent Involvement Coordinators; shares ideas and experiences with school or district staff, leadership team, and/or other parent professionals.

Other Responsibilities:

- Coordinates recognition to exceptional parents and volunteers whose efforts positively impact student achievement
- Conducts trainings with school staff during faculty meetings to determine school needs and shares updates on parent involvement best practices and proper administration

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 team
- Strong interpersonal skills
- Knowledge of family engagement research and literature
- Strong knowledge of computers and fundamental technology (i.e. DVD players, iPad, e-learning software, etc.)
- 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.