

Cape Girardeau Public School District No. 63
Job Description

Job Title: Parent Liaison

Terms of Employment: 9 month contract; 174 days

FLSA Status: Exempt

Reports to: Director, Special Services

Brief Description of Position:

The Parent Liaison is responsible for working with parents of students, promoting their involvement and providing information and/or direction; assisting parents in goal setting and educational development of their newborn to age five children; developing and refining program materials; and assisting in transitioning students to preschool and kindergarten.

Required Qualifications:

- High school diploma or equivalent
- Experience in working with parents and parent involvement.
- Proficiency in Microsoft Office programs including Word, Excel, and PowerPoint.
- Ability to work on multiple projects at once.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality at all times.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Ability to work well under pressure.
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines.
- Ability to lead and offer guidance to others.
- Ability to meet deadlines and to manage time appropriately.
- Ability to work with a diversity of individuals and/or groups

Essential Duties and Responsibilities:

- Coordinates volunteer programs for parent/legal guardian and other individuals as assigned for the purpose of assisting in improving parent/legal guardian involvement and enhancing student success.
- Counsels students, staff, parents/legal guardians for the purpose of evaluating situations, solving problems, resolving conflicts, referral to appropriate professionals and enhancing probability of student success in school.
- Maintains a variety of confidential and non-confidential lists and records (computerized and manual) (e.g. work/appointment schedules, contact logs, parent resources, etc.) for the purpose of documenting and/or providing reliable information.
- Participates in a variety of meetings, workshops and committees (e.g. parent-student workshops, educational seminars, department in-service, etc.) for the

purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with current professional program regulations.

- Participates in home visits as needed and/or assigned for the purpose of enhancing student success, increasing parent/legal guardian understanding and/or ensuring safety of students and/or personnel.
- Prepares a variety of documents, reports and written materials (e.g. student progress, contacts with parents, teachers, outside professionals, etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.
- Provides oral and written translation to Spanish (e.g. IEPs, newsletters, meetings, etc.) for the purpose of improving parent/legal guardian understanding of District and program activities, assisting District staff and enhancing student success.
- Refers students and parents to outside agencies for the purpose of meeting the needs of the students.
- Responds to inquiries from a variety of internal and external sources (e.g. other district staff, outside agencies, parents/legal guardians and/or students, etc.) for the purpose of providing information and/or direction as may be required.
- Serves as liaison to parents/legal guardians and students for the purpose of removing barriers to student's success in school.
- Perform other duties as assigned by Director, Special Services.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013