JOB DESCRIPTION

JOB TITLE: Parent Liaison
REPORTS TO: Federal Programs Director/Parent Involvement Coord.
WORKS WITH: Title I Schools/Parents/students, community members & Title I Staff

LOCATION: Title I Program
PAY GRADE: 2
WAGE/HOUR:

I. ROLE AND PURPOSE:
Accurately identifies Title I Parents of San Benito CISD, coordinates Title I activities for parents and students and serves as a liaison between the school, family, and community.

II. QUALIFICATIONS:
1) High School Diploma
2) Bilingual spoken and written (English & Spanish)
3) Good communication skills and ability to relate to a variety of people
4) Knowledge of the geographical area of San Benito CISD
5) Flexibility in schedule and approach to work assignments
6) Possesses own transportation

A. Special Knowledge/Skills:
Understands federal regulations pertaining to NCLB/Title I/parental involvement procedures. Reads, writes and speaks fluently both English and Spanish. Follows all district procedures and complies with federal, state and district mandates.
Works with school staff, parents, and community contacts to ensure appropriate services to parents of Title I students.
Conducts surveys, events, and presentations to parents of Title I students.

B. Experience:
Minimum of 2 years experience working with children, families, & district staff.

III. MAJOR RESPONSIBILITIES AND DUTIES:
1. Knowledge of ability to communicate in Spanish and English languages
2. Knowledge of federal migrant program policies and procedures
3. Knowledge of office procedures and operation of office equipment
4. Communication skills to serve as a link between migrant families, school personnel, community organizations, and employers
5. Coordination skills to facilitate services among many providers and balance the unique needs of migrant families
6. Leadership skills to motivate students and parents
7. Problem-solving skills to address the unique needs of migrant students
8. Organization and planning skills to identify, recruit, serve, and track student data in an accurate and timely manner
9. Software/word processing skills to input student records, write articles and correspondence, design recruitment materials, and communicate with other migrant staff
10. Office equipment including computer, printer, and fax machine
11. Frequent use of personal motor vehicle
12. Travels to various locations, including homes, farms, and packing houses, housing developments, school, and other locations throughout the community at a variety of hours, including weekends and evening
13. Carries a cell phone and lets the office know of location before leaving
14. Works independently and cooperatively. Takes initiative to implement plans made in coordination with Parental Involvement Coordinator and Federal Programs Director
15. Makes decisions regarding safety while in the field
16. Schedule is irregular at times, and flexibility is necessary
17. Carries and delivers books and other materials to home and school sites
18. Often must enter areas of rough and muddy terrain, irregular surfaces, and machinery
19. Ensures confidentiality at all times

Approved by: A. Limon Date: 11/10/11  Reviewed by: Dr. Greer Date: 11/10/11