QUALIFICATIONS

1. Have not less than a high school education or general equivalency diploma; and
2. Meet necessary health and physical qualifications.

JOB GOAL

The Title I Parent Involvement Coordinator is responsible for organizing and maintaining a parent involvement program for Greeneville City Schools, with outreach to Greeneville and Greene County communities.

ORGANIZATIONAL RELATIONSHIP

The Title I Parent Activities Coordinator reports to Director of Special Programs and each building principal.

ESSENTIAL FUNCTIONS

1. Insures the involvement of parents on a yearly basis in planning, design, and implementation of the overall program; and provides for timely response to recommendations made by parents.
2. Provides information, programs, activities, workshops and newsletters for parents in a language and form that all parents understand.
3. Maintains accurate records of Title I equipment and inventories used within the program.
4. Makes educational referrals to Adult Basic Education Supervisor for literacy classes or G.E.D.; member and officer of Greeneville / Greene County Literacy Council.
5. Prepares documentation of parental involvement in the implementation of the Title I Program.
6. Encourages from parents reasonable support of parental involvement activities within their school and community.
ESSENTIAL FUNCTIONS (continued)

7. Assesses annually, through consultation with parents and a parent/personnel survey, the effectiveness of the parental involvement program and determines what action needs to be taken, if any, to increase parental participation.

8. Offers participating schools and the community the opportunity to be involved in an annual Parenting Fair; thus providing area families the opportunity to become involved in an organized, ongoing and timely way in the planning, organization and production of the event. This event is held as a co-production with the Greene County School System.

9. Provides full opportunities for participation of parents with limited English proficiency and/or disabilities. Greeneville’s Title I Parent Involvement Program is involved with a wide range of community programs such as Greeneville City School’s Head Start (preschool) and Early Learning (for disabled children), Greeneville/Greene County Adult Basic Education, Greeneville/Greene County Literacy Council, Greene County Health Council, Community of Promise, Partners in Education (Greene County Partnership), community sponsored parent training sessions and the Title I Parent Involvement Program in Greene County. Through this involvement, many contacts are made and many needs addressed.

10. Performs such other duties or special assignments as may be delegated or assigned by the building principals, the Director of Special Services, the Director of Schools or his/her designee.

11. Honors requests for special speaking engagements and/or participation in local community organizations.

PHYSICAL DEMANDS

This job requires lifting of objects that exceed 50 lbs., or the average weight of a child. If assigned to elementary grades, with frequent lifting and/or carrying of objects weighing up to 25 lbs. or more. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling and/or crawling
4. Reaching
5. Talking
6. Hearing
7. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

2. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

3. Adaptability to dealing with students and parents.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual and underlying principles. Ability to reason and make judgments.

1. **Intelligence**: The ability to understand instructions and underlying principles. Ability to reason and make judgments.

2. **Verbal**: Ability to understand meaning of words and ideas associated with them.

3. **Manual Dexterity**: Ability to move the hands easily and skillfully.

4. **Form Perception**: To make visual comparisons and discriminations and see slight differences in shapes and shading of figures.

5. **Color Discrimination**: Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

WORKING CONDITIONS

Normal working environment.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.