

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

PARENT LIAISON

POSITION: Parent Liaison – Grant Funded

REPORTS TO: School Administrator

LOCATION: Various Locations

NATURE OF WORK:

This person will work with school principal and Title I resource teacher to develop and implement a parent involvement program to engage parents in the academic work of schooling, provide parent education opportunities, as well as opportunities for parent volunteering.

ESSENTIAL FUNCTIONS:

- Communicates with families about involvement opportunities, academic opportunities, and school-family partnerships;
- Maintains all required documentation for parental involvement Title I compliance;
- Schedule, organize and conduct monthly educational training sessions for parents;
- Provides opportunities to support parenting skills and developmental activities in the home to promote school success;
- Encourages families to support academic achievement by reading with children, helping them with their homework, and engaging them in educational activities;
- Builds a parent and community volunteer group to increase student and school success;
- Addresses site-based family needs, including attendance;
- Conducts home visits to increase family involvement in the school;
- Provides opportunities for parents and community members to collaborate on educational decisions that affect children, families, and school improvement;
- Utilizes technology to perform tasks;
- Maintains integrity and confidentiality;
- Reports to work daily and on time;
- Projects a positive image of the school to the school community and the public; and
- Performs other duties as assigned.

DUTIES AND RESPONSIBILITIES:

- Schedule parenting events and support meetings;
- Develop and maintain a volunteer database;
- Plan parent education and home support activities; and
- Assist with conducting a parent satisfaction survey.

QUALIFICATIONS:

- Graduation from high school (or GED) required; advanced degree preferred;
- Basic working knowledge of office technology, including office equipment and software;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Ability to be versatile in job responsibilities;
- Ability to work under a minimum amount of supervision;
- Ability to project a positive image to the public; and
- The Parent Involvement Liaison does not have to meet 'highly qualified' requirements as established by the *No Child Left Behind Act* (NCLB).

**TERM OF EMPLOYMENT:**

Full-time ten-month position. The availability of this position each year is dependent upon grant funding.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven hour employees – Range 17.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP