

Sunflower County Consolidated School District

Miskia Davis, Interim Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Parent Center Liaison

QUALIFICATIONS:

- High School diploma
- Demonstrated interest in and aptitude for work to be performed
- Such alternative qualifications as the Board may find appropriate and acceptable
- Good physical condition with ability to lift 10 pounds

REPORTS TO: Principal and Federal Programs Director

SUPERVISES: N/A

JOB GOAL: To strengthen the bond between school, home, and the community at large

PERFORMANCE RESPONSIBILITIES:

- Assist with the parental involvement at assigned school(s)
- Evaluate, select and requisition parent center materials
- Assist parents in the selection of books and other instructional materials in order to help their children
- Plan and organize workshops and training sessions for parents
- Work with the counselors and principals in the resolution of misunderstandings involving parent
- Assist in preparing and sending newsletters to parents
- Participate in meetings, staff development, in-service, etc.
- Serve as liaison between the school and the home
- Complete truancy reports
- Contact parents when students are absent
- Plan and organize Open House activities
- Plan and organize Title I nights
- Assist with tracking attendance of students
- Visit homes of individual student's parents when necessary and encourage parents to attend center
- Endeavor to enable parents to work more effectively with their children at home to improve their child's academic performance
- Assist school(s) with compiling of documentation for Federal Programs project
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

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TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)